

# COURSE OUTLINE

## Microsoft Excel 365:

### Part 1

DURATION	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day(s)	SoftSkills	In Class	N/A

### Course Overview

Excel 365 Online is Microsoft's cloud-based, easy-to-use spreadsheet program. This course is intended to help all users get up to speed with Excel 365 Online.

By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulas and functions, and making a spreadsheet look professional and presentable.

### Topics

#### Getting Started

The first lesson covers logging into Office 365 and Excel Online as well as how to navigate in the app. Students will learn how to open, save, share and print workbooks as well as how to use a few different help tools.

- Getting Started with Excel Online
- Getting to Know Excel
- Managing Workbooks
- Getting Help in Excel Online

#### Working with Data

Next, we go over the basics of Excel formulas and functions and we introduce you to a few tools and techniques that can be used when working with formulas. Other topics covered in this lesson are how to modify rows and columns and, how to sort and filter data.

- A Closer Look at Formulas
- Using Formulas and Functions
- Working with Data
- Working with Rows and Columns
- Sorting and Filtering Data

#### Formatting a Worksheet

In this lesson, students will learn how to format text and cells,

align cell contents, use find and select tools and, how to apply conditional formatting.

- Formatting Text
- Formatting Cells
- Aligning Cell Content
- Using Find & Select Tools
- Applying Conditional Formatting

#### Adding Pictures and Shapes

Next, students will learn how to insert and modify pictures and also how to insert and format shapes.

- Inserting Pictures
- Inserting Shapes
- Formatting Shapes

#### Organizing Worksheet Data with Tables and Charts

This lesson covers how to create and customize tables in an Excel document. Students will also learn how to insert charts and perform some basic tasks with them.

- Inserting Tables
- Inserting Charts
- Modifying Charts

## Using PivotTables

Students will learn what a PivotTable is and how to create one. They will also learn how to manipulate PivotTable data as well as how to sort and filter it.

- Inserting PivotTables
- Working with PivotTable Data
- Sorting and Filtering PivotTable Data

## Finalizing Workbooks

In the final lesson, students will learn all about comments and how to manage multiple worksheets.

- Using Comments
- Managing Worksheets (Part One)
- Managing Worksheets (Part Two)
- Changing View Options