

ME-EXL365L1: MICROSOFT® EXCEL 365 Microsoft

LEVEL 1

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

INTRODUCTION

Microsoft Office Excel 365 is Microsoft's easy-to-use spreadsheet program. This course is intended to help all users get up to speed with Excel 365. 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. The training delivery is based on the desktop application and not on the online/browser version of the application.

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This one-day workshop will teach participants how to:

- Create a new Spreadsheet
- Navigate on the Application
- Open save, share and print Workbooks
- Using different Help Tools
- Work with Data; Using the basics of Excel formulas ad functions
- Formatting a Worksheet
- Adding Pictures and Shapes; how to Insert and Modify Pictures
- Organizing Worksheet Data with Tables and Charts

AUDIENCE PROFILE

This course is intended to help all novice computer users become accustomed to working on Excel This manual is designed for users who are comfortable using Windows and Internet Explorer or Microsoft Edge.

PREREQUISITES

There are no prerequisites for this course. Students should be comfortable using the keyboard and mouse Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Microsoft is necessary.

COURSE OBJECTIVES

- Getting started with the app
- Working with formulas and functions
- Formatting parts of a worksheet
- Using pictures, tables, charts, and PivotTables
- Finalizing workbooks

COURSE CONTENT

Lesson 1: Course Overview

- Learning Objectives

Lesson 2: Getting Started with the App

TOPIC A: Getting Started with Excel Online.

- Logging into Office 365.
- Launching Excel Online.
- The Excel Online Interface.
- Creating a New Workbook.
- Closing Excel Online.
- Activity 1-1: Getting Started with Excel Online.

TOPIC B: Getting to Know Excel

- What are Spreadsheets, Worksheets, and Workbooks?
- What are Columns, Rows, Cells, and Ranges?
- Navigating in Excel
- Keyboard Navigation Options.
- Excel Formulas.
- Activity 1-2: Getting to Know Excel

TOPIC C: Managing Workbooks.

- Opening a Workbook.
- Editing Your Workbook in Excel Desktop.
- Accessing Save Options.
- Using the Accessibility Checker.
- Printing a Workbook.
- Sharing a Workbook.
- Activity 1-3: Managing Workbooks.
- Summary.
- Review Questions.

TOPIC D: Getting Help in Excel Online.

- Using Tell Me.
- Accessing Advanced Help Options.
- Getting Accessibility Help.
- Activity 1-4: Getting Help in Excel Online.

Lesson 3: Working with Formulas and Functions

TOPIC A: A Closer Look at Formulas.

- The Formula Bar.
- Elements of an Excel Formula.
- Mathematical Operators.
- The Order of Operations.
- Types of References.
- Activity 2-1: A Closer Look at Formulas.

TOPIC B: Using Formulas and Functions.

- About Functions.
- Creating a Function with AutoComplete.
- Using the Insert Function Dialog Box.

- Using AutoSum.
- Viewing AutoSum Calculations in the Status Bar.
- Automatic Workbook Calculations.
- Activity 2-2: Using Formulas and Functions.

TOPIC C: Working with Data.

- Selecting Cells.
- The Cut, Copy, and Paste Commands.
- Using Paste Options.
- Moving Data with Drag and Drop.
- The Undo and Redo Commands.
- Using AutoFill
- Using Flash Fill
- Activity 2-3: Working with Data.

TOPIC D: Working with Rows and Columns.

- Inserting Rows and Columns.
- Deleting Rows and Columns.
- Clearing Data from Cells.
- Changing Column Width and Row Height.
- The Hide and Unhide Options.
- Activity 2-4: Working with Rows and Columns.

TOPIC E: Sorting and Filtering Data.

- The Difference Between Sorting and Filtering.
- Sorting Data.
- Enabling Filtering.
- Using the Filter Dialog Box.
- Using Text Filters.
- Clearing a Filter.
- Activity 2-5: Sorting and Filtering Data.

Lesson 4: Formatting Part of a Worksheet

TOPIC A: Formatting Text

- What is a Font?
- The Font Group.
- The Format Painter.
- Creating Links.
- Activity 3-1: Formatting Text.

TOPIC B: Formatting Cells.

- Applying a Border.
- Applying a Fill
- Changing the Number Format.
- Formatted Numbers and Cell Width.
- Customizing Number Formats.
- Activity 3-2: Formatting Cells.

TOPIC C: Aligning Cell Content

- Alignment Options.
- The Indent Commands.
- The Wrap Text Command.

- Merge & Centre Options.
- Activity 3-3: Aligning Cell Content.

TOPIC D: Using Find & Select Tools.

- The Find Command.
- The Replace Command.
- The Go to Command.
- Activity 3-4: Using Find & Select Tools.

TOPIC E: Applying Conditional Formatting.

- What is Conditional Formatting?
- Applying Conditional Formatting Rules.
- Setting Conditional Formatting Options.
- Clearing Conditional Formatting.
- Activity 3-5: Applying Conditional Formatting.
- Summary.
- Review Questions.

Lesson 5: Using Pictures & Shapes

TOPIC A: Inserting Pictures.

- Inserting Pictures.
- Resizing Pictures.
- Rotating Pictures.
- Deleting Pictures.
- Adding Alternative Text.
- Activity 4-1: Inserting Pictures.

TOPIC B: Inserting Shapes.

- Inserting Shapes.
- The Drawing Tools – Format Contextual Tab.
- Resizing Shapes.
- Deleting Shapes.
- Activity 4-2: Inserting Shapes.

TOPIC C: Formatting Shapes.

- Changing the Shape Type.
- Applying a Style.
- Customizing Shape Fill and Outline.
- Adding Alternative Text.
- Activity 4-3: Formatting Shapes.

Lesson 6: Organizing Worksheet Data with Tables & Charts

TOPIC A: Inserting Tables.

- What is a Table?
- Creating a Table.
- Customizing Row Display.
- Inserting and Deleting Table Rows and Columns.
- Sorting and Filtering Table Data.
- Activity 5-1: Inserting a Table.

TOPIC B: Inserting Charts.

- Chart Types.
- Chart Elements.

- Inserting a Chart.
- The Chart Tools – Chart Contextual Tab.
- Moving Charts.
- Resizing Charts.
- Activity 5-2: Inserting Charts.

TOPIC C: Modifying Charts.

- Switching Row and Column Display.
- Using the Select Data Command.
- Changing the Chart Type.
- Adding a Chart Title.
- Modifying Chart Labels.
- Modifying Chart Axes.
- Activity 5-3: Modifying Charts.
- Summary.
- Review Questions.

Lesson 6: Using Pivot-Tables

TOPIC A: Inserting PivotTables. 299

- What is a PivotTable?
- Creating a PivotTable.
- The PivotTable Fields Task Pane.
- Working with PivotTable Data.
- Activity 6-1: Inserting PivotTables.

TOPIC B: Working with PivotTable Data.

- Expanding and Collapsing Data.
- Refreshing Data.
- Renaming Fields.
- Summarizing Values.
- Changing Value Display.
- Activity 6-2: Working with PivotTable Data.

TOPIC C: Sorting and Filtering PivotTable Data.

- Sorting Data.
- Using the Filters Pane.
- Using Label and Value Filters.
- Clearing Filters.
- Activity 6-3: Sorting and Filtering PivotTable Data.
- Summary.
- Review Questions.

Lesson 7: Finalizing Workbooks

TOPIC A: Using Comments.

- Inserting Comments.
- Showing and Hiding the Comments Pane.
- Editing Comments.
- Deleting Comments.
- Activity 7-1: Working with Comments.

TOPIC B: Managing Worksheets (Part One) 359

- Viewing Worksheets.
- Inserting Worksheets.
- Deleting Worksheets.
- Duplicating Worksheets.
- Worksheet References in Formulas.
- Activity 7-2: Managing Worksheets (Part One)

TOPIC C: Managing Worksheets (Part Two) 359

- Hiding and Unhiding Worksheets.
- Reordering Worksheets.
- Renaming Worksheet Tabs.
- Changing Tab Color.
- Activity 7-3: Managing Worksheets (Part Two)

TOPIC D: Changing View Options. 359

- Using the Workbook Views Group.
- Showing and Hiding Workbook Elements.
- The Freeze Panes Options.
- Activity 7-4: Changing View Options.
- Lesson Lab 7-2.

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.