ME-EXL365PT1: MICROSOFT EXCEL 365 PART 1

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

INTRODUCTION

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft Excel can help.

Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using Excel for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

AUDIENCE PROFILE

This course is intended for students who wish to gain the foundational understanding of Excel that is necessary to create and work with electronic spreadsheets.

PREREQUISITES

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. To obtain this level of skills and knowledge, you can take the following Logical Operations course:

− Using Microsoft Windows 10 (Second Edition)

COURSE OBJECTIVES

By the end of this course, users will know how to:

− Familiarize yourself with Excel's layout, its various parts, its commands, and its terminology.
− Outline Excel's abilities to quickly, efficiently, and accurately calculate data.
− Update worksheets without throwing away all of the valuable work you've already done.
− Format a worksheet and organize your data.
− Print workbooks.
− Manage the overall structure of your workbooks.

COURSE CONTENT

Lesson 1: Getting Started with Excel
− Topic A: Navigate the Excel User Interface
− Topic B: Use Excel Commands
− Topic C: Create and Save a Basic Workbook
− Topic D: Navigate in Excel for the Web
− Topic E: Enter Cell Data

Lesson 2: Performing Calculations
− Topic A: Create Worksheet Formulas
− Topic B: Insert Functions
− Topic C: Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet
− Topic A: Adjust Cells, Columns, and Rows

− Topic B: Search for and Replace Data
− Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet
− Topic A: Apply Text Formats
− Topic B: Apply Number Formats
− Topic C: Align Cell Contents

- Topic D: Apply Colors, Borders, and Styles
- Topic E: Apply Basic Conditional Formatting

Lesson 5: Printing Workbooks

- Topic A: Preview and Print a Workbook
- Topic B: Set Up the Page Layout
- Topic C: Configure Headers and Footers

Lesson 6: Managing Workbooks
- Topic A: Manage Worksheets
- Topic B: Manage Workbook and Worksheet Views
- Topic C: Manage Workbook Properties

ASSOCIATED CERTIFICATIONS & EXAM

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