Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist: Excel Associate **and** **or** Expert (Excel and Excel 2019) — **Exam(s):** MO-200 **and or** MO-201: Microsoft Excel (Excel and Excel 2019)*

Course Description

Microsoft Excel can help participants organize, calculate, analyse, revise, update, and present their data in ways that will steer their decision-makers in the right direction. With this specialized software these tasks are made much easier for participants to accomplish, and in much less time as well. This course aims to provide participants with a foundation in Excel knowledge and skills. Eventually, they can build upon that foundation and become an expert in data manipulation.

Note: The focus of this training will use the desktop version of the software as most Office 365™ users perform many of their daily tasks there. However, the course material will enable participants to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes a brief coverage of key skills for using Excel for the Web and OneDrive. Helpful notes will point out cases where the online version of the application may function differently from the desktop version.

Target Audience

This course is intended for:

- Persons who wish to gain the foundational understanding of Excel that is necessary to create and work with electronic spreadsheets.
- Persons who wish to prepare for the certification exam(s).

Prerequisites

To attend this course, candidates must have:

- Experience working in the Windows® 10 environment
- Be able to use Windows 10 to manage information on their computers as well as open and close applications, navigate basic file structures, and manage files and folders.

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Tri7 Business Centre, Unit 7, 7 Ivy Green Crescent, Kingston 5
Tel: 876-978-1107 / 876-978-1486 / 876-927-9455
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Prerequisites *Continued*

-OR-

- To obtain this level of skill and knowledge, candidates must have completed one of the following courses:
    - *Using Microsoft® Windows® 10*
    - *Microsoft® Windows® 10: Transition from Windows® 7*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Get started with Microsoft Excel.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Course Topics

Module 1: Getting Started with Excel
- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Simple Workbook
- Navigate in Excel for the Web
- Enter Cell Data
- Use Excel Help

Module 2: Performing Calculations
- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

Module 3: Modifying a Worksheet
- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Module 4: Formatting a Worksheet
- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Colours, Borders, and Styles
- Apply Basic Conditional Formatting
- Create and Use Templates

Module 5: Printing Workbooks
- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

Module 6: Managing Workbooks
- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

ACTIVITIES INCLUDED

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