Microsoft® Office® Excel 2021: Part 1

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist (MOS): Excel Associate and or Expert (Office 365 and Office 2021) —* ***Exams:*** *MO-200 and or MO-201*

Course Description

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 Office Excel 2021 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 participants with a foundation in Excel knowledge and skills. Participants can eventually build upon them to become an expert in data manipulation.

Target Audience

This course is intended for:
- Persons who wish to gain the foundational understanding of Excel 2021 that is necessary to create and work with electronic spreadsheets.

Prerequisites

To attend this course, candidates must have have completed one of the following courses or have the equivalent knowledge and skills:
  o *Using Microsoft® Windows® 10 (Second Edition)*
  o *Microsoft® Windows® 10: Transition from Windows® 7*

Microsoft Partner

Tel: 876-978-1107 / 876-978-1486
WhatsApp: 876-978-9353
E-Mail: training@RWTTS.com | **Website:** www.RWTTS.com

Accredited
Training Center
EC-Council

Course Objectives

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

- Get started with Microsoft Office Excel 2021.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Course Topics

Module 1: Getting Started with Excel 2021

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- 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 Styles and Themes
- 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

Appendix D: Adding Borders and Colors to Worksheets

Appendix E: Basic Excel Customization

ACTIVITIES INCLUDED