Microsoft® Office 365 Excel: Level 1

Training Course Content

Course Objective: Students will create and edit Excel worksheets and manage workbooks, use formulas and functions, and apply formatting and printing techniques.

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

Contact us to discuss if this level is right for you.

What's New in Office 365: Did you know that Excel will automatically complete cell entry for you when it detects a pattern? Learn more about flash fill. Get familiar with the new features added for help, such as Tell Me More and Learn More. Learn to select and unselect cells with the new Precision Selecting. Create new graphics with the new Icons options. Excel is packed with exciting new templates and features to make your workload easier.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Creating a Basic Worksheet

Topic 1A: Explore the User Interface
Topic 1B: Update a Workbook's Properties
Topic 1C: Navigate and Select Data in Excel
Topic 1D: Enter Data and Save a Workbook
Topic 1E: Customize the Quick Access Toolbar
Topic 1F: Obtain Help
Topic 1G: Use Microsoft Office Templates

Lesson 2: Performing Calculations

Topic 2A: Calculate with Formulas
Topic 2B: Calculate with Functions
Topic 2C: Copy Formulas and Functions
Topic 2D: Calculate Data Across Worksheets
Topic 2E: Use Absolute and Mixed References
Topic 2F: AutoFill Options, Flash Fill and Series List

Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data
Topic 3B: Insert & Delete Cells, Columns and Rows
Topic 3C: Find and Replace Data
Topic 3D: Manipulate Worksheet Elements

Lesson 4: Formatting a Worksheet

Topic 4A: Modify Fonts
Topic 4B: Add Borders, Color, and Cell Styles
Topic 4C: Change Column Width and Height
Topic 4D: Apply Number Formats
Topic 4E: Position Cell Contents

Lesson 5: Printing Workbook Contents

Topic 5A: Print Workbook Contents
Topic 5B: Set Page Layout and Print Options
Topic 5C: Set Page Breaks

Lesson 6: Managing Large Workbooks

Topic 6A: Format Worksheet Tabs
Topic 6B: Manage Worksheets in a Workbook
Topic 6C: Manage the View of Worksheets

Lesson 7: Inserting Graphic Objects

Topic 7A: Insert and Modify Graphics
Topic 7B: Draw and Modify Shapes and Icons
Topic 7C: Illustrate Workflow Using SmartArt
Topic 7D: Layer and Group Graphic Objects