COURSE OUTLINE

Microsoft 365 Excel: Online

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day(s)	Advanced	VITL	N/A	Microsoft

Course Overview

Excel 365 Online is Microsoft's cloud-based, easy-to-use spreadsheet program. This course is intended to help all users get up to speed with Excel 365Online.

By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulas and functions, and making spreadsheet look professional and presentable.

Topics

Getting Started

In the first lesson, students will learn how to identify the components of the Excel Online interface as well as some Excel terminology and how to navigate the app. We also take a look at the basic options for managing workbooks and how to get help in Excel Online.

TOPIC A: Getting Started with Excel Online

TOPIC B: Getting to Know Excel

TOPIC C: Managing Workbooks

TOPIC D: Getting Help in Excel Online

Working with Data

Next, we explore how to use formulas and functions, how to work with data, rows, and columns, and how to sort and filter data.

TOPIC A: A Closer Look at Formulas

TOPIC B: Using Formulas and Functions

TOPIC C: Working with Data

TOPIC D: Working with Rows and Columns

TOPIC E: Sorting and Filtering Data

Formatting a Worksheet

Then, we teach students how to format text and cells, align cell contents, use find and select tools and how to apply, customize and clear conditional formatting.

TOPIC A: Formatting Text

TOPIC B: Formatting Cells

TOPIC C: Aligning Cell Content

TOPIC D: Using Find & Select Tools

TOPIC E: Applying Conditional Formatting

Adding Pictures and Shapes

In this lesson, students will focus on how to insert, rotate, resize, and delete pictures and how to insert and format shapes.

TOPIC A: Inserting Pictures

TOPIC B: Inserting Shapes

TOPIC C: Formatting Shapes

Organizing Worksheet Data with Tables and Charts Next, we take a look at how to create and customize tables, how to insert charts and customize them to ensure data is displayed properly. TOPIC A: Inserting Tables

TOPIC B: Inserting Charts

TOPIC C: Modifying Charts

Using Pivot-Tables

Then, we will teach students how to insert PivotTables, work with PivotTable data and how to sort and filter that data.

TOPIC A: Inserting PivotTables

TOPIC B: Working with PivotTable Data

TOPIC C: Sorting and Filtering PivotTable Data

Finalizing Workbooks

In the final lesson, we cover how to insert, edit, and delete comments. Creating and customizing additional worksheets, and some of the ways to customize the view options of each workbook are also discussed. TOPIC A: Using Comments

TOPIC B: Managing Worksheets (Part One)

TOPIC C: Managing Worksheets (Part Two)

TOPIC D: Changing View Options

Exams and Certifications

Notes and Annotations

What is Next