COURSE OUTLINE

Microsoft Solutions Partner
Business Applications

Training Services

Microsoft Excel 365:

Part 1

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Introduction	VILT/ILT	N/A	End User

Course Overview

Excel is Microsoft's powerful and easy-to-use spreadsheet program, which provides you with an extensive set of tools to organize, analyze, present, and store data.

This course is intended to help all novice computer users get up to speed with Excel quickly. We will cover different features including creating a new spreadsheet, working with basic formulas and functions, making a spreadsheet look professional and presentable, and saving and printing a spreadsheet.

Topics

Getting Started

In this lesson, students will learn how to identify the elements of the Excel interface, create a basic worksheet, and use the help system.

Working with Data

This lesson covers using formulas and functions in a worksheet, working with data, rows and columns and,

how to sort and filter data.

Modifying a Worksheet

Next, students will learn how to format text and cells and, how to align cell contents. Using Find & Select tools and, how to spell check a worksheet are also discussed.

Printing Workbook Contents

In this lesson, students will learn how to define the basic page layout for a workbook, refine the page layout and, apply print options.

Managing Large Workbooks

This lesson will teach students how to format worksheet tabs, manage worksheets and, manage the view of worksheets and workbooks.

Customizing the Excel Environment

In this final lesson, students will learn how to customize general, language, formula, proofing, and saving options. It also covers how to use Excel's version control features, customize the ribbon and the Quick Access toolbar, enable add-ins and, customize advanced and Trust Center options.