PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Excel Essentials Training

REQUEST QUOTE

1.0 DAY COURSE

MS Office 365 Excel is a cloud-based application that gives you the convenience and flexibility of sharing and working on worksheets simultaneously with other users anywhere, using any web-enabled device. Learn how to increase your productivity and efficiency through accessibility and collaboration among Excel 365 users by attending this Microsoft Office 365 Excel Essentials Training course.

This course covers the following topics: understanding the Office 365 web and Excel 365 browser interface, creating, managing, sharing and collaborating on a spreadsheet from anywhere, how to open, save and close worksheets, how to use the basic Excel functions (SUM, AVERAGE, MAX, and MIN) and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

In this Office 365 Excel Essentials training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, participants will learn how to share and upload spreadsheets, open and close spreadsheets and print them.

Participants will also learn how to edit the spreadsheet in the browser, open the spreadsheet in Excel, edit the spreadsheet in the browser, format fonts and much more.

Outcomes

By the end of this training course, participants will:

- Open and close spreadsheets
- Understand the Office 365 web interface, including the home page, the team site, and the shared documents list
- Understand the Excel 365 browser interface

- Upload a spreadsheet to the Shared Documents library
- Differentiate between worksheets, workbooks, rows, columns, and cells
- Download and reload workbooks
- Use the Find Command
- Save a Copy
- Open in Editing View
- Open the spreadsheet in the Excel desktop application for more advanced features
- Understand saving and collaborating
- Create a new file
- Enter labels and values
- Edit data
- Use the Wrap Command
- Use cut, copy, and paste
- Use Undo and redo
- Add rows and columns
- Delete cells
- Understand shortcuts
- Build, copy and edit formulas
- Use absolute referencing appropriately
- Understand the difference between Formulas and Functions
- Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN
- Understand Autocomplete
- Sort and filter data
- Collaborate with others on a spreadsheet
- Refresh and recalculate data
- Format text and numbers
- Use alignment options
- Apply borders and fill color
- Insert and work with Tables
- Insert and work with Charts
- Insert links

Modules

Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Lesson 2: Building Formulas

- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute References

Lesson 3: Welcome to Office 365 Excel

Lesson 4: Understanding Functions

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Spreadsheet

- Formulas vs. Functions
- Using the SUM Function
- Using Other Basic Excel Functions
- Using AutoComplete

Lesson 5: Worksheets and Workbooks

- Opening a Spreadsheet
- Overview of the Reading View
- Understanding Worksheets vs. Workbooks
- Downloading and Reloading
- Closing Spreadsheets

Lesson 6: Working with Data

- Sorting Data
- Filtering Data
- About Collaborating
- About Refreshing External Data

Lesson 7: Working with Excel Files

- Using the Find Command
- Saving a Copy
- Editing in Browser
- The Excel Web App Interface
- Opening in Excel

Lesson 8: Formatting Your Data

- Changing the Appearance of Text
- Changing the Appearance of Numbers
- Setting Alignment Options
- Adding Borders
- Adding Fill Color

Lesson 9: Editing in the Browser - Part 1

- About Saving and Save As
- A New File and Autosaving
- Entering Data
- Editing Data
- Using the Wrap Command

Lesson 10: The Insert Tools

- Inserting Tables
- Inserting Charts
- Working with Charts
- Inserting Links

Lesson 11: Editing in the Browser - Part 2

- Using Undo and Redo
- Adding Rows and Columns
- Deleting Cells
- Using Timesaving Shortcuts

Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

Phone:

Email: