

## MICROSOFT OFFICE 365 EXCEL ESSENTIALS

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Microsoft  
Office 365  
Excel Essentials



**COURSE LENGTH: 1.0 DAYS**

MS Office 365 Excel is a cloud-based program which gives you the flexibility to work on and share your spreadsheets anywhere.

The PD Training MS Office 365 Excel Training Course provides you with the knowledge and skills in the basic features of the application, including formulas, worksheets, formatting data, editing, and working with Excel files. The course is designed for easy understanding and builds a solid foundation in MS Office 365 Excel program.

This hands-on training workshop is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT OFFICE 365 EXCEL ESSENTIALS COURSE OUTLINE

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### FOREWORD

In this Excel 365 Essentials course, participants will learn ways this new web application can increase collaboration and productivity. Users of this software will share and simultaneously work on spreadsheets, as well as be able to easily access spreadsheets from anywhere and across computers.

This course will teach the new interface, as well as all of the basics of creating and using spreadsheets.

Techniques for managing data and displaying data visually will be taught.

The Office 365 experience is designed to render your documents to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

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### OUTCOMES

#### In this course, participants will learn how to:

- Discover features this Excel web application offers to increase productivity and convenience, such as the ability to access spreadsheets anywhere and share with collaborators
  - Understand how to work simultaneously on a spreadsheet
  - Learn the basics of creating, editing, and saving spreadsheets
  - Understand the work modes offered, including working in the browser and Excel
  - Increase knowledge of editing spreadsheets in the browser and be able to proficiently use the new interface
  - Understand the difference between Formulas and Functions, and how to use both to calculate required data
  - Learn formatting options to make data more readable and emphasise important sections
  - Recognise how to organise and display data in Charts, improving the visual readability of data trends
  - Learn techniques for managing data, such as sorting and using filters to display only the data that is required
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### MODULES

#### Lesson 1: Getting Started

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

#### Lesson 2: Welcome to Office 365 Excel

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

#### Lesson 3: Worksheets and Workbooks

#### Lesson 4: Working with Excel Files

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

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

#### **Lesson 5: 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 6: Editing in the Browser - Part 2**

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

#### **Lesson 7: Building Formulas**

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

#### **Lesson 8: Understanding Functions**

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

#### **Lesson 9: Working with Data**

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

#### **Lesson 10: Formatting Your Data**

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

#### **Lesson 11: The Insert Tools**

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

#### **Lesson 12: Wrapping Up**

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

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## **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)