

Microsoft Excel for Office 365 (Desktop or Online) - Part 1

Course Overview

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This is a 1-day class

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.



This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201.

Who Should Attend

This course is intended for students who wish to gain the foundational understanding of Microsoft Excel for Office 365™ that is necessary to create and work with electronic spreadsheets.

Course Objectives

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

You will:

- Get started with Microsoft Excel.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Other Prerequisites

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take either one of the following courses:

Using Microsoft® Windows® 10

Microsoft® Windows® 10: Transition from Windows® 7

Course Outline

1 GETTING STARTED WITH EXCEL

- Topic A: Navigate the Excel User Interface
- Topic B: Use Excel Commands
- Topic C: Create and Save a Basic Workbook
- Topic D: Excel Online
- Topic E: Enter Cell Data
- Topic F: Use Excel Help

2 PERFORMING CALCULATIONS

- Topic A: Create Worksheet Formulas
- Topic B: Insert Functions
- Topic C: Reuse Formulas and Functions



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3 MODIFYING A WORKSHEET

Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows

Topic B: Search for and Replace Data

Topic C: Use Proofing and Research Tools

4 FORMATTING A WORKSHEET

Topic A: Apply Text Formats

Topic B: Apply Number Formats

Topic C: Align Cell Contents

Topic D: Apply Colors, Borders, and Styles

Topic E: Apply Basic Conditional Formatting

Topic F: Create and Use Templates

5 PRINTING WORKBOOKS

Topic A: Preview and Print a Workbook

Topic B: Set Up the Page Layout

Topic C: Configure Headers and Footers

6 MANAGING WORKBOOKS

Topic A: Manage Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties