

## Microsoft Excel for Office 365: Part 1

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### Course Summary

#### Description

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft Excel can help.

Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. 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. Most Office 365 users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Excel for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

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.

#### Objectives

By the end of this course, students will be able to:

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

#### Topics

- Getting Started with Excel
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks

#### Audience

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

#### Prerequisite

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 Logical Operations courses:

- Using Microsoft Windows 10
- Microsoft Windows 10: Transition from Windows 7

#### Duration

One Day

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### Course Outline

#### I. *Getting Started with Excel*

- A. Navigate the Excel User Interface
- B. Use Excel Commands
- C. Create and Save a Basic Workbook
- D. Navigate in Excel for the Web
- E. Enter Cell Data
- F. Use Excel Help

#### II. *Performing Calculations*

- A. Create Worksheet Formulas
- B. Insert Functions
- C. Reuse Formulas and Functions

#### III. *Modifying a Worksheet*

- A. Insert, Delete, and Adjust Cells, Columns, and Rows
- B. Search for and Replace Data
- C. Use Proofing and Research Tools

#### IV. *Formatting a Worksheet*

- A. Apply Text Formats
- B. Apply Number Formats
- C. Align Cell Contents
- D. Apply Colors, Borders, and Styles
- E. Apply Basic Conditional Formatting
- F. Create and Use Templates

#### V. *Printing Workbooks*

- A. Preview and Print a Workbook
- B. Set Up the Page Layout
- C. Configure Headers and Footers

#### VI. *Managing Workbooks*

- A. Manage Worksheets
- B. Manage Workbook and Worksheet Views
- C. Manage Workbook Properties

- Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2019): Exam MO-200
- Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam MO-201
- Appendix C: Microsoft Excel Common Keyboard Shortcuts
- Appendix D: Adding Themes and Backgrounds to Worksheets
- Appendix E: Basic Excel Customization