PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Excel Essentials - Online Instructor-led Training

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

MS Office 365 Excel is a cloud-based program which gives you the flexibility to access and share your spreadsheets anywhere with an internet connection. Collaborate with team members from across the country or the globe with the latest cloud solution from Microsoft.

The 1-day, PD Training MS Office 365 Excel Course is delivered Live Online and provides you with the knowledge and skills in the basic features of the application, including using formulas, creating and sharing worksheets, formatting data, editing cells and working with shared Excel files in collaborative teams.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the USA, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

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

What You'll Gain:

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.

Outcomes

In this course, participants will:

- 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

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

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

Lesson 4: Working with Excel Files

- 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

Talk to our expert team

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