Microsoft Excel 365 Introduction

Duration: 1 Day

This course has been designed for users who are new to Microsoft Excel. The course covers the basic functionality of the application such that delegates feel confident in creating and amending simple spreadsheets and charts.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Introduction

- Getting started
- Spreadsheet terminology
- Moving around a worksheet
- Saving / closing spreadsheets
- Opening spreadsheets
- Printing a spreadsheet
- Creating new spreadsheets

Working with Ranges

- Deleting and inserting rows and columns
- Column width and row height
- Autosum
- Autofill
- Flashfill
- Quick analysis

Page Layout

- Margins and scaling
- Orientation
- Headers and footers
- Freeze panes

Working with Cells

- Inputting, editing, and deleting data
- Selecting cells, rows, columns, and ranges
- Formatting cells - justification, borders, shading, number format
- Deleting cells
- Performing simple calculations (+, -, *, /)
- Showing / Hiding calculations
- Merging cells
- Text wrap
- Conditional formatting
- Moving and copying data

Charts

- Creating a chart
- Formatting a chart
- Sparklines
- Printing a chart

Exporting Data

- Exporting data into other applications
- Exporting charts into other applications