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Microsoft Excel for Office 365 – Part 1 Training

Microsoft Authorized Training · Applied Technology Academy

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. 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.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	**1 Day**	**1 year: Excel**	**$43,000**	**Yes**

Course Overview

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.

Course Outline

- **Lesson 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: Navigate in Excel for the Web
  - Topic E: Enter Cell Data
  - Topic F: Use Excel Help
- **Lesson 2: Performing Calculations**
  - Topic A: Create Worksheet Formulas
  - Topic B: Insert Functions
  - Topic C: Reuse Formulas and Functions

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- **Lesson 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
- **Lesson 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
- **Lesson 5: Printing Workbooks**
  - Topic A: Preview and Print a Workbook
  - Topic B: Set Up the Page Layout
  - Topic C: Configure Headers and Footers
- **Lesson 6: Managing Workbooks**
  - Topic A: Manage Worksheets
  - Topic B: Manage Workbook and Worksheet Views
  - Topic C: Manage Workbook Properties

Intended Audience

This course assumes that the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Excel is necessary.

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

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Follow-On Courses

Microsoft Excel for Office 365 – Part 2

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.