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SOFTWARE SOLUTIONS TEAM
TRAINING - CONSULTING

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Course Description and Outline

Excel 365 Essentials

Duration: Half day (3 hrs.) **Prerequisites or Equivalent Skills:** Windows Basics

Course Description:

After completing this course, you will know how to:

- Use the elements of the Excel window, create, and save workbooks, navigate within and between worksheets and select cells efficiently using the keyboard and the mouse.
- Apply cell formatting, insert columns and rows, and adjust the widths and heights quickly.
- Understand the principles of creating and editing Formulas and Functions.
- Understand how Relative and Absolute references impact the copying of Formulas and Functions.
- Manage lists of data, including sorting and filtering.

Course Outline:

Unit 1 : Excel Basics

- Exploring the Excel window
- New workbooks
- Navigation techniques
- Selection techniques
- Opening and saving to SharePoint Online or OneDrive for Business

Unit 2 : Formatting Tips

- Cell formatting
- Inserting Rows/Columns
- Changing Columns widths / Row heights
- Repetitive Cell formatting

Unit 3 : Conditional Formatting

- Apply, modifying, and clearing

Unit 4 : Formulas

- Editing Tips
- Showing Formulas

Unit 5 : Copying Formulas

- Understanding Relative vs. Absolute cell references
- Techniques for copying

Unit 6 : Functions

- Editing Tips

Unit 7 : Managing Lists

- Proper list structure
- Sorting data
- Filtering data