

Microsoft Excel 365 Essentials



Duration: 1 Day Course Code: XL365E

This course is designed as a perfect start for students new to Excel 365, Upgrading from a previous version or wanting to start using the software more efficiently including shortcuts, high speed formatting, formulas, functions, creating calculations and charting.

Learning Outcomes

By the end of this course students will be able to create, and build spreadsheets with ease, build formulas and functions, apply formatting attributes, understand absolute and relative cell references, the mathematical rules of BEMDAS, be able to print effectively every time with headers, footers, understand page break preview, learn around 80-100 shortcuts to save time. A definite starting place even if you have been using the software for years.

Prerequisites

This course is designed for students either new to Excel, who have learnt on an earlier version or are mostly self-taught (ie learnt from others in the office and want to learn it properly).

Excel 365 Basics

- The Excel 365 Screen
- The Title Bar
- The Ribbon and Ribbon Tabs
- The Naming Box and Formula Bar
- Workbooks v's Worksheets
- Cell Selection Techniques
- Working with Ranges
- Entering Data into your Worksheet
- Data Entry Methods
- Formatting Techniques
- Autocomplete
- Entering Multiline Labels
- Using AutoSum
- Entering a Formula
- Managing your Workbooks

Editing Data

- Using Find & Replace
- Editing a Formula
- Inserting Columns, Rows and Cells
- Resizing Columns, Rows & Cells
- Editing the Contents of a Cell
- Copying and Moving Data
- Drag and Drop Editing
- Copying Formatting
- Clearing Cell Formats
- Collect and Paste
- Running a Spell Check

Formulas and Functions

- Understanding how Formulas Calculate
- Using Relative Formulas
- Creating Absolute Cell References and Formulas
- Using Basic Functions
- Status Bar Calculations
- Using the Function Wizard and Understanding it's Usage

Printing Effectively

- Fine Tuning for Print
- Using Page Layout View
- Page Setup Options
- Checking Using Print Preview
- Controlling Page Breaks
- Using Page Break Preview
- Printing a Worksheet
- Printing Column/Row Headings on every page

Creating Charts

- Understanding Different Types of Charts
- Choosing a Chart Type
- Choosing the Source Data
- Category and Value Axis

- Quick Analysis Charts
- Modifying Charts
- Using Chart Tools
- Moving and Resizing Charts
- Creating a Pie Chart
- Charting Non-Consecutive Data
- Changing the Axis Plot Order
- Using Layout Tools
- Printing a Chart with/without Source data

Applying Themes and Graphics

- Using Themes and Images
- Using Themes with Styles
- Adding an Image or Picture
- Formatting your Graphics

Spreadsheet Design Tips

- Using Good Design Techniques
- Analysing a Spreadsheet
- Design Principles
- A Planning Checklist for Spreadsheets
- Microsoft Tips for Optimising Speed
- Final Design Project

