

## Excel for Office 365 Introduction

**Length:** 1 Day

**Summary:** 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.

**Prerequisites:** None

**You will:**

- Get started with Microsoft Excel.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

## COURSE CONTENT

### GETTING STARTED WITH EXCEL

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Navigate in Excel for the Web
- Enter Cell Data
- Use Excel Help

### PERFORMING CALCULATIONS

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

### MODIFYING A WORKSHEET

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

### FORMATTING A WORKSHEET

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Colors, Borders, and Styles
- Apply Basic Conditional Formatting
- Create and Use Templates

### PRINTING WORKBOOKS

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

### MANAGING WORKBOOKS

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

**APPENDIX A: MAPPING COURSE CONTENT TO EXCEL ASSOCIATE (OFFICE 365 AND OFFICE 2019): EXAM MO-200**

**APPENDIX B: MAPPING COURSE CONTENT TO  
EXCEL EXPERT (OFFICE 365 AND OFFICE 2019):  
EXAM MO-201**

**APPENDIX C: MICROSOFT® EXCEL® COMMON  
KEYBOARD SHORTCUTS**

**APPENDIX D: ADDING THEMES AND  
BACKGROUNDS TO WORKSHEETS**

**APPENDIX E: BASIC EXCEL CUSTOMIZATION**