Excel for Office 365 Introduction

Length: 1/2 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.

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