PROFESSIONAL DEVELOPMENT TRAINING

# Microsoft Office 365 Excel Essentials

5808 8521

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1.0 DAY COURSE

**With Office 365 Excel, you can access your spreadsheets anywhere, and make changes without using the computer where your desktop Office applications are installed. In the Office 365 Excel web application, you can collaborate on a spreadsheet with colleagues, no matter what version of Excel they have, and your changes are automatically saved. This tool provides its users the freedom to work from anywhere, thus boosting productivity and convenience.**

**This Microsoft Office 365 Excel Essentials training course will teach you the basics of creating and using spreadsheets. You will learn how to work simultaneously on a spreadsheet, learn the basics of creating, editing, and saving spreadsheets, increase knowledge of editing spreadsheets in the browser and be able to proficiently use the new interface and much more.**

**This training course is now available in Hong Kong.**

**This Microsoft Office 365 Excel Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.**

**Click on the In-house tab below to generate an instant quote.**

## What You'll Gain:

In this Excel 365 Essentials course, participants will learn ways this new web application can increase collaboration and productivity. Users of this software will share and simultaneously work on spreadsheets, as well as be able to easily access spreadsheets from anywhere and across computers. This course will teach the new interface, as well as all of the basics of creating and using spreadsheets. Techniques for managing data and displaying data visually will be taught.

The Office 365 experience is designed to render your documents to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

# Outcomes

**In this course, participants will**

- Discover features this Excel web application offers to increase productivity and convenience, such as the ability to access spreadsheets anywhere and share with collaborators
- Understand how to work simultaneously on a spreadsheet
- Learn the basics of creating, editing, and saving spreadsheets
- Understand the work modes offered, including working in the browser and Excel
- Increase knowledge of editing spreadsheets in the browser and be able to proficiently use the new interface
- Understand the difference between Formulas and Functions, and how to use both to calculate required data
- Learn formatting options to make data more readable and emphasize important sections
- Recognize how to organize and display data in Charts, improving the visual readability of data trends
- Learn techniques for managing data, such as sorting and using filters to display only the data that is required

# Modules

### Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Lesson 2: Welcome to Office 365 Excel

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Spreadsheet

### Lesson 3: Worksheets and Workbooks

- Opening a Spreadsheet
- Overview of the Reading View
- Understanding Worksheets vs. Workbooks
- Downloading and Reloading
- Closing Spreadsheets

### Lesson 4: Working with Excel Files

- Using the Find Command
- Saving a Copy
- Editing in Browser
- The Excel Web App Interface
- Opening in Excel

### Lesson 5: Editing in the Browser - Part 1

- About Saving and Save As
- A New File and Autosaving

### Lesson 6: Editing in the Browser - Part 2

- Using Undo and Redo
- Adding Rows and Columns

- Entering Data
- Editing Data
- Using the Wrap Command
- Deleting Cells
- Using Timesaving Shortcuts

### Lesson 7: Building Formulas

- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute References

### Lesson 8: Understanding Functions

- Formulas vs. Functions
- Using the SUM Function
- Using Other Basic Excel Functions
- Using AutoComplete

### Lesson 9: Working with Data

- Sorting Data
- Filtering Data
- About Collaborating
- About Refreshing External Data

### Lesson 10: Formatting Your Data

- Changing the Appearance of Text
- Changing the Appearance of Numbers
- Setting Alignment Options
- Adding Borders
- Adding Fill Color

### Lesson 11: The Insert Tools

- Inserting Tables
- Inserting Charts
- Working with Charts
- Inserting Links

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

**Talk to our expert team**

**Phone: 5808 8521**

Email: enquiries@pdtraining.com.hk