



# Microsoft® Office Excel® 365 Introduction

## Course Description

**Course Overview** Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 365 can help. 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.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 365 Exam and the Excel 365 Expert Exam.

**Target Student:** This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 365 that is necessary to create and work with electronic spreadsheets.

**Prerequisites:** To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders.

## Course Objectives

Upon successful completion of this course, students will be able to:

- Get started with Excel 365.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbook contents.
- Manage large workbooks.

## Course Content

### Lesson 1: Getting Started with Excel 365

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

### Lesson 2: Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas

**Course Content** (continued on next page)



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## Course Content (continued from previous page)

### Lesson 3: Modifying a Worksheet

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

### Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Colors to Worksheets
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

### Lesson 5: Printing Workbooks

- Preview and Print a Workbook
- Define the Page Layout

### Lesson 6: 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 Borders and Colors to Worksheets

### Appendix E: Basic Excel Customization