

Microsoft - Excel 365 Quick Start for Experienced Excel Users

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Course Number: OFC-110-HF

Duration: 1 days

Overview

Course Description

This Excel 365 course teaches learners how to efficiently set up Excel 365, create workbooks with automated features, and harness the power of tables, pivot tables, and charts for insightful data analysis. By the end of this course, learners will have the skills to navigate Excel 365 with confidence and leverage its tools for increased productivity.

Skills Gained

- Set up Excel 365
- Create a Workbook using automation
- Work with Tables and Pivot Tables
- Create and use Charts/Pivot Charts

Prerequisites

Prior experience with earlier versions of Excel is welcome, but prior experience with Excel is not presumed.

Training Materials

All attendees receive a short handout in electronic format and will be familiarized in class with Excel's online documentation.

Software Requirements

Microsoft 365 (including Excel), a modern web browser, and Internet access.

Audience

Course Details

Outline

- Introduction to Excel 365
- Setting up Excel 365 for Efficiency
 - Setting up the QAT
 - Setting up the Ribbon
- Creating a Workbook using Automation
 - Using AutoFill
 - Using AutoFit
 - Using AutoSum (and other formulas)
 - Using AutoFormat (and other formats)
 - Using Conditional Formatting
- Excel 365 Tips and Tricks
- Creating and Using Tables
- Creating and Using Pivot Tables
- Creating and Using Charts/Pivot Charts
- New Features that Cannot be Missed!
 - Quick Analysis
 - Flash Fill Conclusion
- Conclusion