BOSTON ⸙ NETWORK
The Global Knowledge Network

Course:

Microsoft Excel 365: Basic

Course Details
Duration: 2.00 Days

Outline
Getting Started
- Introduction to Office 365
- Introduction to Excel 365

Welcome to Office 365 Excel
- The Home Page
- The Team Site
- Shared Documents
- Uploading a Spreadsheet

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

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

Editing in the Browser
- About Saving and Save As
- A New File
- Entering Data
- Editing Data
- Using Undo and Redo
- Adding Rows and Columns
- Deleting Cells

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

Working with Data

- Sorting Data
- Filtering Data

Formatting Your Data

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

The Insert Tools

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