



**Course:**

# **Microsoft Excel 365: Basic**

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**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