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

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Course:

Microsoft Excel 365: Intermediate

Course Details
Duration: 2.00 days

Summary:
This ILT Series course builds on the skills and concepts taught in Excel: Basic, First Look Edition.
Students will learn how to use multiple worksheets and workbooks efficiently, and the y will s tart
working with more advanced formatting options including styles, themes, and backgrounds. They will
also learn how to create outlines and subtotals, how to create and apply cell names, and how to work
with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share
workbooks by email. This course also covers advanced charting techniques, use of trend lines and spark
lines, worksheet auditing and protection, file sharing and merging, and workbook templates.

Outline

Unit 1: Using multiple worksheets and workbooks
>	Topic A: Using multiple workbooks
>	Topic B: Linking worksheets with 3-D formulas
>	Topic C: Linking workbooks
>	Topic D: Managing workbooks

Unit 2: Advanced formatting
>	Topic A: Using special number formats
>	Topic B: Using functions to format text
>	Topic C: Working with styles
>	Topic D: Working with themes
>	Topic E: Other advanced formatting

Unit 3: Outlining and subtotals
>	Topic A: Outlining and consolidating data
>	Topic B: Creating subtotals

Unit 4: Cell and range names
>	Topic A: Creating and using names
>	Topic B: Managing name

Unit 5: Tables
>	Topic A: Sorting and filtering data
>	Topic B: Advanced filtering
>	Topic C: Working with tables

Unit 6: Web and sharing features
      Topic A: Saving workbooks as Web pages
      Topic B: Using hyperlinks
      Topic C: Sharing workbooks

Unit 7: Advanced charting
      Topic A: Chart formatting options
      Topic B: Combination charts
      Topic C: Graphical elements

Unit 8: Documenting and auditing
      Topic A: Auditing features
      Topic B: Comments in cells and workbooks
      Topic C: Protection
      Topic D: Workgroup collaboration

Unit 9: Templates and settings
      Topic A: Application settings
      Topic B: Built-in templates
      Topic C: Creating and managing templates

Please note that this content is meant to be a guideline.

Class Material is subject to change and may be presented in a slightly different format than listed.

BOSTON ✦ NETWORK
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Course:

Microsoft Excel 365 Advanced

Course Details
Duration: 1.00 Day

Outline

Working with Excel Range and Tables
- Creating Excel Range
- Creating Excel Tables
- Using Advanced Table Tools
- Apply Basic Sorting to a Data Range

Data Validation
- Number Validation
- Data List Validation
- Message Prompts and Alerts
- Conditional Data Validation
- Data Validation Errors

Working with Excel Functions
- Using the LOOKUP Function
- Using the IF Function
- Using the ISERROR Function
- Using an AND Condition with IF
- Using an OR Condition with IF
- Using Text Functions

Analyzing Selected Data
- Applying Basic Filters
- Advanced Filters
- Use Database Functions

Apply Conditional Formatting
- Conditional Formatting
- Customizing Conditional Formatting
- Sorting and Filtering by Color

Working with PivotTables and PivotCharts

- Creating a PivotTable
- Amending the Fields in a PivotTable
- Updating the PivotTable
- Adding Calculations to a PivotTable
- Add Grouping to a PivotTable
- Creating a PivotChart
- Slicers
- PivotTable Timelines
- Creating PivotTables from Tables and Related Tables

Import/Export Data

- Exporting Excel Data
- Import Delimited Text by Connecting to It
- Importing a Web Query