

EXCEL 365 INTRODUCTION

Unit Standard	116937
NQF Level	2
Credits	4
Duration	1 Day
Pre-Requisite Training	Learners should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Excel is necessary.
	Students who have little or no familiarity with Microsoft Excel 365 or more experienced Excel users who want to learn the topics covered in this course in the 365 interface.

SYNOPSIS

In this Introduction to Microsoft Excel 365 training course, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel 365 worksheets.

COURSE OUTLINE

- **Creating a Microsoft Excel Workbook:**
 - Creating a Workbook.
 - Saving a Workbook.
 - The Status Bar.
 - Adding and Deleting Worksheets.
 - Copying and Moving Worksheets.
 - Changing the Order of Workbooks.
 - Closing a Workbook.
- **The Ribbon:**
 - Tabs, Groups, Commands.
- **The Backstage View (File Menu):**
 - Introduction to the Backstage View.
 - Opening a Workbook.
 - New Workbooks and Excel Templates.
 - Printing Worksheets.
 - Adding Your name to Microsoft Excel.

- The Quick Access Toolbar:
 - Adding Common Commands.
 - Adding in Additional Commands with the Customize Dialog Box.
 - Adding Ribbon Commands or Groups.
 - Placement.

- Entering Data in Microsoft Excel Worksheets:
 - Entering Text.
 - Expand Data across Columns.
 - Adding and Deleting Cells.
 - Adding an Outline.
 - Using AutoComplete.
 - Entering Text and AutoComplete.
 - Using Numbers and Dates.
 - Using the Fill Handle.

- Formatting Microsoft Excel Worksheets:
 - Selecting Ranges of Cells.
 - Hiding Worksheets.
 - Adding Colour to Worksheet Tabs.
 - The Font Group.
 - The Alignment Group.
 - The Number Group.

- Using Formulas in Microsoft Excel:
 - Math Operators and the Order of Operations.
 - Entering Formulas.
 - AutoSum and Other Common Auto-Formulas.
 - Copying Formulas and Functions.
 - Relative, Absolute and Mixed Cell References.

- Working with Rows and Columns:
 - Inserting and Deleting Rows and Columns.
 - Transposing Rows and Columns.
 - Setting Row Height and Column Width.
 - Hiding and Unhiding Rows and Columns.
 - Freezing Panes.

- Editing Worksheets:
 - Adding and Managing Comments.

- Finalising Microsoft Excel Worksheets:
 - Setting Margins.
 - Setting Page Orientation.
 - Setting the Print Area.
 - Print Scaling.
 - Headers and Footers.

- Using Flash Fill.

COURSE OUTCOMES:

After completing this course, students will be able to:

- Create basic worksheets using Microsoft Excel 2016.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.
- Learn how to use handy features new in 365.