Microsoft Excel for Office 365 (Desktop or Online): Part 1

Price: 295

Duration: 1 days

Delivery Methods: Virtual

Overview

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Excel® can help.

Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

Course Objectives:

In this course, you will learn fundamental Excel skills.

You will:

- Familiarize yourself with Excel's layout, its various parts, its commands, and its terminology.
- Outline Excel's abilities to quickly, efficiently, and accurately calculate data.
- Update worksheets without throwing away all of the valuable work you've already done.
- Format a worksheet and organize your data.
- Print workbooks.

- Manage the overall structure of your workbooks.

Target Student:

This course is intended for students who wish to gain the foundational understanding of Excel that is necessary to create and work with electronic spreadsheets.

Lesson 1: Getting Started with Excel

Topic A: Navigate the Excel User Interface

Topic B: Use Excel Commands

Topic C: Create and Save a Basic Workbook

Topic D: Navigate in Excel for the Web

Topic E: Enter Cell Data

Lesson 2: Performing Calculations

Topic A: Create Worksheet Formulas

Topic B: Insert Functions

Topic C: Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet

Topic A: Adjust Cells, Columns, and Rows

Topic B: Search for and Replace Data

Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

Topic A: Apply Text Formats

Topic B: Apply Number Formats

Topic C: Align Cell Contents

Topic D: Apply Colors, Borders, and Styles

Topic E: Apply Basic Conditional Formatting

Lesson 5: Printing Workbooks

Topic A: Preview and Print a Workbook

Topic B: Set Up the Page Layout

Topic C: Configure Headers and Footers

Lesson 6: Managing Workbooks

Topic A: Manage Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties

Course Schedule

Date	Time	Price	Options
06/18/2026	08:00 AM - 04:00 PM CT	295.00	**Buy Now Enroll**
06/02/2026	08:00 AM - 04:00 PM CT	295.00	**Buy Now Enroll**
06/10/2026	08:00 AM - 04:00 PM CT	295.00	**Buy Now Enroll**
07/06/2026	08:00 AM - 04:00 PM CT	295.00	**Buy Now Enroll**
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08/04/2026	08:00 AM - 04:00 PM CT	295.00	**Buy Now Enroll**

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What happens when I finish my class?

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