

# MICROSOFT EXCEL 365: PART 1

Course Code: 821472

This course is intended to help all novice computer users get up to speed with Excel quickly.

Welcome to the first part of our Microsoft 365 Excel courseware. Excel is Microsoft's powerful and easy-to-use spreadsheet program, which provides you with an extensive set of tools to organize, analyze, present, and store data.

Most of the features Microsoft incorporated in Office 2019 already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

## What You'll Learn

This course is intended to help all novice computer users get up to speed with Excel quickly. The course will cover:

- Getting started with the app
- Working with formulas and functions
- Modifying worksheets
- Printing workbook contents
- Managing workbooks
- Customizing the Excel environment

## Who Needs to Attend

Novice computer Users

## Prerequisites

This course assumes that the user understands the basics of using a Windows-based computer. Students 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.

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### Lesson 1: Getting Started

- Topic A: Getting to Know Excel
- Topic B: Creating Workbooks
- Topic C: Getting Help in Excel 365
- Topic D: Working with Rows and Columns
- Topic E: Sorting and Filtering Data

### Lesson 2: Working with Data

- Topic A: A Closer Look at Formulas
- Topic B: Using Formulas and Functions
- Topic C: Working with Data

### Lesson 3: Modifying a Worksheet

- Topic A: Formatting Text
- Topic B: Formatting Cells
- Topic C: Aligning Cell Content
- Topic D: Search For and Replace Data
- Topic E: Spell Check a Worksheet

### Lesson 4: Printing Workbook Contents

- Topic A: Define the Basic Page Layout for a Workbook
- Topic B: Refine the Page Layout and Apply Print Options

### Lesson 5: Managing Large Workbooks

- Topic A: Format Worksheet Tabs
- Topic B: Manage Worksheets
- Topic C: Manage the View of Worksheets and Workbooks

### Lesson 6: Customizing the Excel Environment

- Topic A: Customize General and Language Options
- Topic B: Customize Formula Options
- Topic C: Customize Proofing and Save Options
- Topic D: Customize the Ribbon and Quick Access Toolbar

- Topic E: Understanding and Enabling Add-Ins
- Topic F: Customize Advanced and Trust Center Options

# MICROSOFT EXCEL 365: PART 1

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### Lesson 1: Getting Started

- Topic A: Getting to Know Excel
- Topic B: Creating Workbooks
- Topic C: Getting Help in Excel 365
- Topic D: Working with Rows and Columns
- Topic E: Sorting and Filtering Data

### Lesson 2: Working with Data

- Topic A: A Closer Look at Formulas
- Topic B: Using Formulas and Functions
- Topic C: Working with Data

### Lesson 3: Modifying a Worksheet

- Topic A: Formatting Text
- Topic B: Formatting Cells
- Topic C: Aligning Cell Content
- Topic D: Search For and Replace Data
- Topic E: Spell Check a Worksheet

### Lesson 4: Printing Workbook Contents

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### Lesson 6: Customizing the Excel Environment

- Topic A: Customize General and Language Options
- Topic B: Customize Formula Options
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- Topic D: Customize the Ribbon and Quick Access Toolbar

- Topic E: Understanding and Enabling Add-Ins
- Topic F: Customize Advanced and Trust Center Options

May 11 - 11, 2026 | 9:00 AM - 5:00 PM EDT

Jun 15 - 15, 2026 | 9:00 AM - 5:00 PM EDT

Jul 6 - 6, 2026 | 9:00 AM - 5:00 PM EDT

Aug 24 - 24, 2026 | 9:00 AM - 5:00 PM EDT

Sep 21 - 21, 2026 | 9:00 AM - 5:00 PM EDT

Oct 5 - 5, 2026 | 9:00 AM - 5:00 PM EDT

Nov 23 - 23, 2026 | 9:00 AM - 5:00 PM EST



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PRIVATE GROUP TRAINING

1 Day

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