Mastering Microsoft® Excel® for Office 365® Level 100

Course Overview

Microsoft® Excel® serves today as the one essential business tool you must understand and master to manage large quantities of data. In this one-day gateway course, titled Excel® 100, you'll learn what you need to know to catapult your Excel® skills to the next level and be prepared for the Level 200 and Level 300 courses. If you're using Excel® like it's 1999, you're doing things the hard way!

Module 1

Fundamentals

In this lesson, you'll learn the fundamentals of Excel®—not the basics of Office.

- Recognize the Excel® interface

- Discuss how to employ the 3 rules of worksheets

- Input basic numbers, text and formulas

- Explain how to use the Help feature while you work

Module 2

Getting Down to Business

In this lesson, you'll learn to work more effectively and efficiently with Excel®. You'll also learn essential data entry shortcuts.

- Identify essential shortcuts to rapidly generate text, numbers and formulas

- Describe formatting cells with styles

- Identify how to solve printing problems

- Discuss the steps to generate a well-structured workbook

Module 3

Getting Up to Date: Excel® Tables and PivotTable Reports

In this lesson, you'll learn the essentials of tables for data input and PivotTable reports for effective data output.

- Recognize the difference between reports, crosstabs and tables
- Build a table
- Work with tables
- Describe how to master the basics of PivotTable reports

Module 4

Absolute vs. Relative Cell References and Conditional Formatting

In this lesson, you'll learn how to write a formula and how to use built-in functions to streamline complicated formulas.

- Write formulas with relative and absolute cell references
- Build formulas with cell references, rather than fixed values
- Explain the process of auditing workbooks with formulas to troubleshoot errors
- Discuss using a table to simplify the need to use absolute and relative cell references

Module 5

VLOOKUP and Other Common Functions

In this module, you'll begin expanding your Excel® repertoire by learning the most commonly needed Excel® functions.

- Explain text functions
- Describe the family of IF functions
- Discuss VLOOKUP, INDEX and MATCH
- Define the use of logical formulas (TRUE/FALSE)

Module 6

Spreadsheet Formatting

In this lesson, we'll explore the methods of formatting a workbook using shortcuts, styles, formulas and functions.

- How to format quickly with the format painter
- Recognize the use of formatting styles
- How to format with conditional formatting
- Identify formatting using formulas and conditional formatting