

Course Outline | Excel Online

1 day(s)

Excel Online is Microsoft's cloud-based, easy-to-use spreadsheet program. This course is intended to help all users get up to speed with Excel Online. By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulas and functions, and making a spreadsheet look professional and presentable.

Course Outline

Getting Started

- Getting Started with Excel Online
- Getting to Know Excel
- Managing Workbooks
- Getting Help in Excel Online

Working with Data

- A Closer Look at Formulas
- Using Formulas and Functions
- Working with Data
- Working with Rows and Columns
- Sorting and Filtering Data

Formatting a Worksheet

- Formatting Text
- Formatting Cells
- Aligning Cell Content
- Using Find & Select Tools
- Applying Conditional Formatting

Adding Pictures and Shapes

- Inserting Pictures
- Inserting Shapes
- Formatting Shapes

Organizing Worksheet Data with Tables and Charts

- Inserting Tables
- Inserting Charts
- Modifying Charts

Using Pivot-Tables

- Inserting PivotTables
- Working with PivotTable Data
- Sorting and Filtering PivotTable Data

Finalizing Workbooks

- Using Comments
- Managing Worksheets (Part One)
- Managing Worksheets (Part Two)
- Changing View Options