



MECER Excel 365 Microsoft Software User Guide

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MECER Excel 365 Microsoft Software



Product Information

The product is a course on Microsoft Excel offered as part of Office 365. It is an instructor-led course designed to provide students with a foundational understanding of Excel and its various features. The course aims to help users make sense of large amounts of data and efficiently work with electronic spreadsheets. Prior to taking this course, it is recommended that users have end-user skills with any current version of Windows, including basic file management, application navigation, and web browsing. By the end of the course, users will learn how to familiarize themselves with Excel's layout and terminology, efficiently calculate data, update worksheets without losing previous work, format and organize data, print workbooks, and manage the overall structure of their workbooks.

The course is divided into six lessons

1. Getting Started with Excel
2. Performing Calculations
3. Modifying a Worksheet
4. Formatting a Worksheet
5. Printing Workbooks
6. Managing Workbooks

Upon successful completion of the course, students will receive an attendance certificate.

Product Usage Instructions

To make the most out of this course, follow these usage instructions:

1. Ensure you have basic end-user skills with any current version of Windows.
2. If you lack the required skills, consider taking the "Using Microsoft Windows 10 (Second Edition)" course by

Logical Operations to acquire the necessary skills and knowledge.

3. Familiarize yourself with Excel's layout, commands, and terminology.
4. Learn how to quickly and accurately calculate data using Excel.
5. Discover how to update worksheets without losing previous work.
6. Master the art of formatting and organizing data in a worksheet.
7. Understand the process of previewing, printing, and configuring the page layout for workbooks.
8. Learn how to manage worksheets, workbook views, and workbook properties.
9. Complete all six lessons of the course to gain a comprehensive understanding of Excel.
10. Upon completion, you will receive an attendance certificate as proof of your accomplishment.



ME-EXL365PT1: MICROSOFT EXCEL 365

PART I

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

INTRODUCTION

- 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.
- **Note:** Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using Excel for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

AUDIENCE PROFILE

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.

PREREQUISITES

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. To obtain this level of skills and knowledge, you can take the following Logical Operations

course:

- Using Microsoft Windows 10 (Second Edition)

COURSE OBJECTIVES

By the end of this course, users will know how to:

- 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

COURSE CONTENT


- **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

ASSOCIATED CERTIFICATIONS 6 EXAM

On successful completion of this course students will receive an attendance certificate.

Documents / Resources

	<p>MECER Excel 365 Microsoft Software [pdf] User Guide Excel 365 Microsoft Software, Excel 365, Microsoft Software, Software</p>
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Manuals+.