Microsoft Excel 365 – Essentials

Course Title: *Excel 365 Essentials – Build Your Skills from the Ground Up*
Duration: 6 hours
Level: Beginner / Introductory
Format: In-person or online
Requirements: Basic computer skills; Excel 365 installed

Course Objective:
By the end of the course, participants will be able to:

- Navigate the Excel 365 interface confidently
- Enter and format data effectively
- Use basic formulas and functions
- Use basic Conditional Formatting
- Organize and analyse data using tables and filters
- Create and format simple charts
- Save, share, and collaborate using Excel 365 features

Course Content

- **Getting Started**
  - Overview of the Excel 365 interface
  - Ribbon, Tabs, Quick Access Toolbar
  - Workbooks vs Worksheets
  - Entering, editing, and deleting data
  - Saving, Autosave, and Version History (OneDrive integration)
- **Entering data**
  - Entering and editing data
  - Understanding the mouse shapes
  - Selecting ranges
  - Moving & copying data
  - Using AutoFill
  - Paste & AutoFill options button
  - Deleting data
- **Formatting**
  - Formatting text, numbers, and dates
  - Adjusting column widths and row heights
  - Using cell styles and themes
  - Wrap text, merge cells, and alignment
  - Format Painter
- **Formulas and Functions**
  - Creating, checking & amending formulae
  - Operators (+ - * / ^)
  - Order of calculation
  - AutoSum
  - AutoCalculate
  - Range Finder
  - Relative cell referencing
  - Calculating percentages
  - Introduction to functions
    - =AVERAGE, = MAX, =MIN
    - =COUNT, =COUNTA
- **Cut, Copy and Paste**
  - Paste special
  - Paste options
- **Undo and Redo**
- **Conditional Formatting**
  - Applying cell rules
  - Data bars, colour scales & icon sets
  - Clearing & managing rules
- **Printing, Views and PDFs**
  - Page Layout
  - Print Break Preview
- **Introduction to Databases**
  - Sorting & Filtering
- **Introduction to Charts**
  - Inserting column, bar, and pie charts
  - Editing chart titles, labels, and legends
  - Chart formatting tools
  - Choosing the right chart type
- **Introduction to Tables**
  - Formatting
  - Sorting & filtering
  - Adding rows and columns
  - Total rows

GRAVICS LIMITED
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