



Education and Support for SharePoint, Office 365 and Azure
www.combined-knowledge.com

COURSE OUTLINE

BITESIZED MICROSOFT EXCEL

Course Duration: 2 hours

Overview

Provide knowledge and practical use Office 365 Excel and its components to be used efficiently and effectively.

Audience

From beginners to pros, there's always new things you can learn to really excel, with Microsoft Excel.

Prerequisites

No previous knowledge or experience of Microsoft Excel is required, experience using Microsoft Office applications such as Teams, Word and Outlook would be an advantage but not necessary.

The course will cover the following content:

- Quick access toolbar
- Highlighting in spreadsheets
- Templates
- Ideas - Excel will analyze your data, and return interesting visuals and ideas of what you can do with your data
- Quick Analysis - Quick Analysis is a contextual tool that provides single-click access to data analysis tools
- Fill Series - Use the Auto Fill feature to fill cells with data that follows a pattern or are based on data in other cells
- Flash Fill - automatically fill your data when it senses a pattern in your data
- Chart Tips – Quick step charts, using chart elements, Funnel charts, Histograms charts
- Pivot Tables – Create using recommended Pivot tables, Slicers and Timelines
- Split single column of data in to two columns
- Remove duplicate data from a table
- Conditional Formatting
- Format as a Table – convert data into a table
- Transpose column data to a row
- Useful Excel Shortcuts
- Co-Authoring

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track



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