Microsoft Excel 365 – Excel Fundamentals

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Microsoft Excel 365 this session covers setting up and formatting Excel spreadsheets, basic functions and tools required to work with and calculate data. This course is also valuable to benchmark and ensure teams all have fundamental skills with Microsoft Excel 365.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Inserting Columns & Rows
- Resizing Columns & Rows
- Basic Formulas
- Adding Figures using Autosum
- Formatting (including Fonts, Borders & Alignment)
- Numbering Formats
- Copying Worksheets
- Naming Worksheets
- Grouping Worksheets
- Selecting all information on the Worksheet
- Sending an individual worksheet to others
- 3 Dimensional Formulas
- Viewing two sheets of the same file
- Viewing Multiple Files
- Freezing panes
- Page Set Up
- Printing