

MICROSOFT EXCEL FOR OFFICE 365 – PART 1

COURSE SPECIFICATIONS

Course Code:	MS-EXC-P1
Course No:	ELK91-136_rev1.11
Course Length:	2 Days
CertiPort Exam No:	MO-200; MO-201

COURSE DESCRIPTION

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing daily, 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, analyse, 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 365 users perform most 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 Office 365 subscription. This includes brief coverage of key skills for using Excel Online 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.

TARGET AUDIENCE

This course is intended for candidates who wish to gain the foundational understanding of *Microsoft Excel for Office 365* that is necessary to create and work with electronic spreadsheets.

PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

SOFTWARE REQUIREMENTS

For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

For virtual online training:

- A Microsoft Team account.

NOTE: You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.

COURSE OBJECTIVES

You will:

- Familiarize yourself with Excel's layout, its various parts, its commands, and its terminology.
- Outline Excel's abilities to calculate data quickly, efficiently, and accurately.
- Update worksheets without throwing away all the valuable work you've already done.
- Format a worksheet and organize your data.
- Print workbooks.
- Manage the overall structure of your workbooks.

LEARNING OUTLINE

1. Getting Started with Excel
 - a. Navigate the Excel User Interface
 - b. Use Excel Commands
 - c. Create and Save a Basic Workbook
 - d. Excel Online
 - e. Enter Cell Data
2. Performing Calculations
 - a. Create Worksheet Formulas
 - b. Insert Functions
 - c. Reuse Formulas and Functions
3. Modifying a Worksheet
 - a. Insert, Delete, and Adjust Cells, Columns, and Rows
 - b. Search for and Replace Data
 - c. Use Proofing and Research Tools
4. Formatting a Worksheet
 - a. Apply Text Formats
 - b. Apply Number Formats
 - c. Align Cell Contents
 - d. Apply Colours, Borders, and Styles
 - e. Apply Basic Conditional Formatting
5. Printing Workbooks
 - a. Preview and Print a Workbook
 - b. Set Up the Page Layout
 - c. Configure Headers and Footers
6. Managing Workbooks
 - a. Manage Worksheets
 - b. Manage Workbook and Worksheet Views
 - c. Manage Workbook Properties

ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.

MERSETA CERTIFICATION

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

MICROSOFT TRAINING PROVIDER

Microsoft Office certifications gives candidates a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a **3-part-series** that covers the Microsoft Office Specialist Program exam objectives to help you prepare for the **Microsoft Excel (Microsoft Office 365 Apps and Office 2019): Exam MO-200** and **Microsoft Excel Expert (Microsoft Office 365 and Office 2019): Exam MO-201** certification exams.

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

CONTACT DETAILS

Further enquiries may be directed to:

ONETRUST TRAINING SOLUTIONS (PTY) LTD

Vanderbijlpark | South Africa

Tel: +27 16 982 1651

Cell: +27 83 565 0915

Email: admin@otts.co.za