

# Microsoft Excel 365: Parts 1 through 5 Exam Only

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**Meet the expert:** I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training &ndash; you name it &ndash; I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

**Prerequisites:** This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Excel is assumed.

**Runtime:** 12:09:47

**Course description:** Exam only course for Microsoft Excel 365

Microsoft Excel 365. Part 1 of 5: Get Acquainted with the Environment

Microsoft Excel 365, Part 2 of 5: Excel Basics

Microsoft Excel 365. Part 3 of 5: Working with Data

Microsoft Excel 365. Part 4 of 5: Modifying Workbook

Microsoft Excel 365. Part 5 of 5: Printing and Sharing

## Course outline:

### Getting Started

- Introduction
- Audience
- The Excel Interface
- Documents
- Navigating the Ribbon Tabs
- The Quick Access Toolbar
- Contextual Ribbon Tabs
- Status Bar
- Changing Views
- Demo: Ribbon Tabs
- Demo: More Ribbon Tabs
- Demo: Quick Access Toolbar
- Demo: Status Bar
- Summary

### Sign in to Office 365

- Introduction
- Sign in to Office 365
- Demo: Office 365
- Switch Between Office Accounts
- Demo: Switch Between Office Accounts

- Summary

### Drop Downs, Dialogs, and Galleries

- Introduction
- Understanding Drop Downs
- Opening a Dialog Box
- Expanding Galleries
- Demo: Cell Formatting
- Demo: Other Drop Downs
- Summary

### Understanding the Backstage

- Introduction
- Understanding the Backstage
- Demo: Backstage
- Demo: More Backstage
- Demo: Pinned Folders and Files
- Summary

### Sharing and Managing an O365 Account

- Introduction
- Manage Your Office 365 Account
- Demo: Managing an O365 Account
- Stress-Free Sharing
- Demo: Sharing
- Demo: Activity

- Summary

### Templates

- Introduction
- Start New or with a Template
- Demo: Template
- Demo: Finding Templates
- Summary

### Customization

- Introduction
- Customizing the Environment
- Show or Hide the Ribbon
- Customize the Ribbon
- Customize the QAT
- Options Dialog Box
- Demo: Show/Hide Ribbon
- Demo: Quick Access Toolbar
- Demo: More Commands
- Demo: Customize the Ribbon
- Demo: Other Excel Options
- Summary

### Select, Edit, and Modify

- Introduction
- Select, Edt, and Modify Content

- Mini Toolbar Formatting
- Quick Clicks for Fast Modify
- Quick Preview
- Demo: Mini Toolbar
- Demo: Quick Preview
- Summary

### Interface and Smart Lookup

- Introduction
- Additions in the Interface
- Demo: Tell Me
- Smart Lookup
- Demo: Smart Lookup
- XLOOKUP Function
- Demo: XLOOKUP
- Demo: Lookup to the Left
- Summary

### Exploring the Workbook

- Introduction
- Exploring the Workbook
- Demo: Adding a Worksheet
- Demo: Views
- Demo: Arrange All

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- Summary

## Working with Excel

- Introduction
- Working with Excel
- Demo: Rows and Columns
- Demo: Selections
- Demo: Selections Continued
- Demo: Modifying Content
- Summary

## Common Excel Features

- Introduction
- Common Excel Features
- Demo: Merge Cells
- Demo: Merge Cells Continued
- Demo: Formatting Text
- Demo: Paste Special
- Demo: Show and Hide
- Summary

## Find, Replace, Select

- Introduction
- The Editing Group
- Demo: Find and Replace
- Demo: Other Selections
- Summary

## Fill or Series

- Introduction
- The Editing Group
- Demo: Fill
- Demo: Fill Example
- Summary

## AutoSum

- Introduction
- The Editing Group
- Demo: Adding Numbers
- Demo: AutoSum
- Demo: Other Calculations
- Demo: More Functions
- Summary

## Clear, Sort, and Filter

- Introduction
- The Editing Group
- Demo: Clear
- The Editing Group
- Demo: Sort
- Demo: Sort Levels
- Demo: Filter
- Demo: Multi Filter
- Summary

## Sort, Filter, and Unique Functions

- Introduction
- SORT Function
- Demo: Sort
- SORTBY Function
- Demo: SORTBY
- FILTER Function
- Demo: Filter

- UNIQUE Function
- Demo Unique
- Summary

## Creating Calculations

- Introduction
- Creating Calculations
- Demo: Calculations
- Demo: Entering Calculations
- Summary

## Formulas

- Introduction
- Formulas
- Demo: Formulas
- Demo: Parentheses
- Demo: Parentheses Continued
- Summary

## Functions

- Introduction
- Functions
- Demo: Functions
- Demo: Text Functions
- Demo: Convert to One Field
- Demo: If
- Summary

## AutoComplete

- Introduction
- AutoComplete Functions
- Demo: AutoComplete
- Summary

## AutoFill

- Introduction
- AutoFill
- Demo: AutoFill
- Summary

## FlashFill

- Introduction
- FlashFill
- Demo: FlashFill
- Demo: Forcing FlashFill
- Summary

## Cell Reference

- Introduction
- Cell Reference
- Relative, Absolute, Mixed
- Demo: Cell Reference
- Demo; Absolute Cell Reference
- Summary

## Common Formatting

- Introduction
- Common Formatting
- Demo: Common Formatting
- Demo: Format Cells Dialog Box
- Demo: Cell Styles
- Demo: Alignment
- Demo: Alignment Cont.
- Demo: Number Formatting
- Summary

- Borders and Fill Formatting
- Demo: Borders
- Demo: Fills
- Demo: More Formatting
- Summary

## Move, Copy, and Color Sheets

- Introduction
- Sheets
- Demo: Color Sheets
- Demo: Hide and Unhide Sheets
- Demo: Move or Copy
- Summary

## Format as a Table

- Introduction
- Format as a Table
- Demo; Format as a Table
- Demo: Table Styles
- Demo: Table Tricks
- Demo: Delete Table Rows
- Summary

## Conditional Formatting

- Introduction
- Conditional Formatting
- Demo: Conditional Formatting
- Demo: Top/Bottom Rules
- Demo: More Conditional Formats
- Demo: Editing Rules
- Summary

## Text Effects

- Introduction
- Text Effects
- Demo: Insert Objects
- Demo: Styling Objects
- Demo: WordArt
- Demo: Grouping
- Summary

## Inserting Charts

- Introduction
- Inserting Charts
- Demo: Recommended Charts
- Demo: Recommended Charts Continued
- Demo: Chart Formatting
- Demo: Chart Types
- Demo: Objects and Charts
- Summary

## Inserting Graphics

- Introduction
- Inserting Graphics
- Demo: Screenshot
- Demo: Screen Clipping
- Demo: SmartArt
- Demo: Images from the Web
- Summary

## 3D Models and Maps

- Introduction
- Demo: 3D Models

- Demo: 3D Maps
- Summary

## Enhanced Inking and Improved Open File

- Introduction
- Enhanced Inking Features
- Demo: Enhanced Inking Features
- Improved Open File Features
- Demo: Open File
- Drawing, Image, and Shape Tools
- Demo: Pens
- Demo: Shapes
- Demo: Images
- Summary

## Inserting Headers and Footers

- Introduction
- Headers and Footers
- Demo: Headers and Footers
- Demo: More Headers and Footers
- Summary

## Views

- Introduction
- Workbook Views
- Demo: Views
- Demo: Print Preview
- Demo: Page Setup
- Summary

## Print Preview and Print

- Introduction
- Print Preview and Print
- Demo: Print Preview
- Demo: Print Settings
- Summary

## Sharing

- Introduction
- Sharing Your Workbook
- Demo: Sharing
- Collaborative Editing
- Demo: Collaborative Editing
- Demo: More Accessible PDFs
- Summary

## Sparklines

- Introduction
- Sparklines
- Demo: Sparklines
- Demo: Sparkline Design
- Demo: Other Sparklines
- Summary

## Quick Analysis

- Introduction
- Quick Analysis
- Demo: Quick Analysis
- Demo: More Quick Analysis
- Summary

## Icons, Calendars, and Email Insights

- Introduction
- Add Icons to Our Workbooks
- Demo: Icons

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- Demo: Icons Continued
- Calendar and Email Insights
- Demo: Insights Setup
- Demo: Email Insights
- Demo: Calendar Insights
- Summary