Microsoft Excel 2016, Part 2 of 6: Excel Basics

Meet the expert: 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.

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Course description: It isn't uncommon for new users of Excel to face challenges when it comes to selecting and formatting content. In this course, Microsoft Office expert LeeAnne McManus will demonstrate the various methods and tools available in Excel to search for data and to format it into cells, columns, rows and sheets.

Course outline:

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

Working with Excel
- Introduction
- Working with Excel
- Demo: Rows and Columns
- Demo: Selections
- Demo: Selection Cont.
- Demo: Modifying Content
- Summary

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

Find, Replace, and 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