Microsoft Excel 365, Part 2 of 5: Excel Basics

Meet the expert: I’m Kari Hoien. 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 – you name it – 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.

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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 experts LeeAnne McManus and Kari Hoien 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: 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