# Microsoft Excel 365, Part 3 of 5: Working with Data



**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:** Delve into Excel's ability to complete calculations on formatted data with Microsoft Office experts Leeanne McManus. and Kari Hoien show how you can go from basic multiplication and division to the use of advanced, predefined formulas, as well as best practices for applying various types of calculations to your data.

**Course outline:**

**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 Fuctions
- 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