See more at www.zandax.com/courses/excel-365-introduction

Course information from ZandaX

Microsoft Excel 365 (2021) Beginners

A premier Basic Microsoft Excel training course from ZandaX

Course duration: 11 hours of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

- ✔ Course Introduction
- ✔ Getting Started in Excel 2021
- ✔ Creating Your First Excel Spreadsheet
- ✔ Introduction to Excel Formulas & Functions
- ✔ Using Named Ranges
- ✔ Formatting Numbers and Cells
- ✔ Formatting Worksheets
- ✔ Working with Excel Lists
- ✔ Moving and Linking to Data
- ✔ An Introduction to Intermediate Formulas
- ✔ Analyzing Data with Charts
- ✔ Conditional Formatting
- ✔ Inserting Items into a Spreadsheet
- ✔ Working with Views and Zoom
- ✔ Page Layout and Print Options
- ✔ Finalizing Your Spreadsheet

What does our Excel 365/2021 Beginners course cover?

Learn How to Use Excel Properly!

This is a comprehensive beginners' course that's great new users of Microsoft Excel who want to become productive in the shortest possible time.
It's also great for people who have used Excel -- maybe an older version -- but want to refresh their skills and learn best practice.

You don't need prior experience with Excel, but should be able to use a PC with the Microsoft Windows operating system.

This Basic Microsoft Excel skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better basic Microsoft Excel skills?
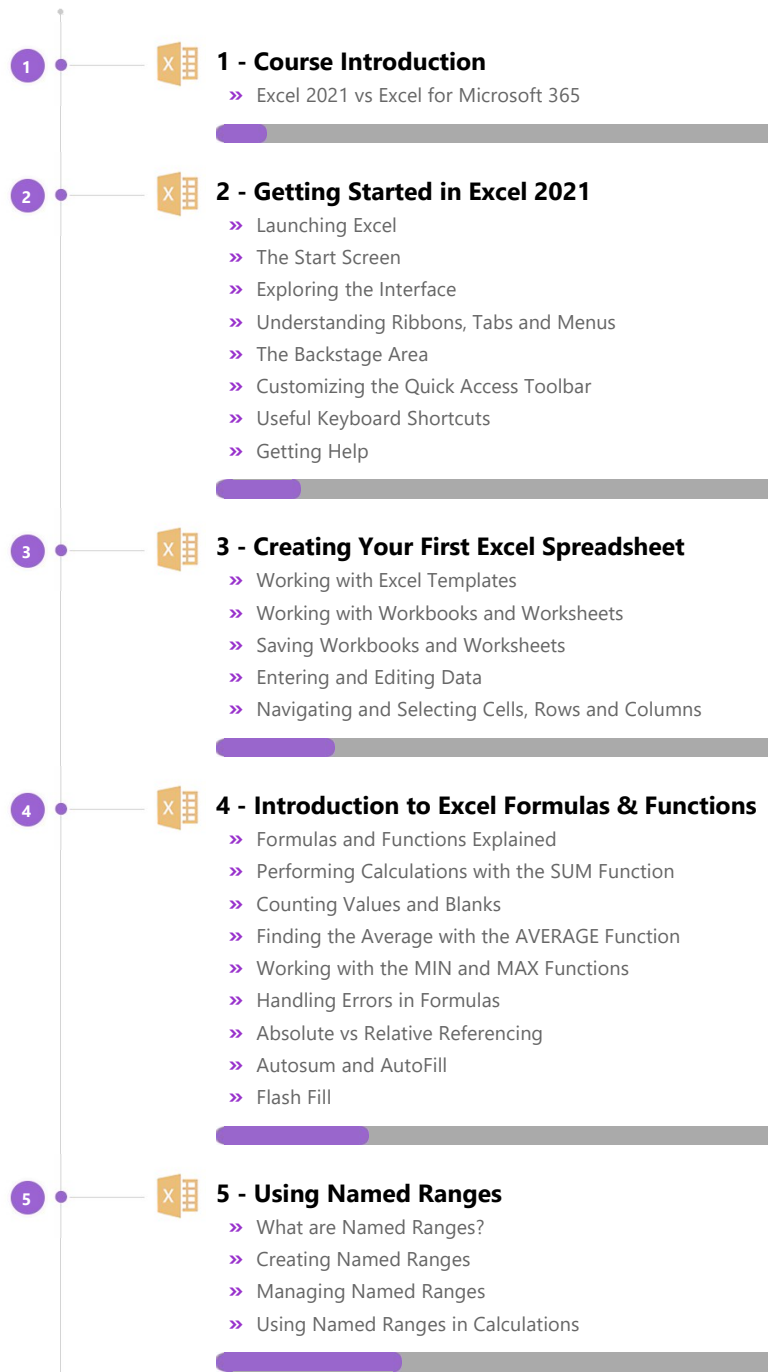
Course requirements

You should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with Excel is required.

Who's this course for?

This course has been designed for new users of Microsoft Excel who want to become productive in the shortest possible time.

Course content for Microsoft Excel 365 (2021) Beginners

1 - Course Introduction
- » Excel 2021 vs Excel for Microsoft 365

2 - Getting Started in Excel 2021
- » Launching Excel
- » The Start Screen
- » Exploring the Interface
- » Understanding Ribbons, Tabs and Menus
- » The Backstage Area
- » Customizing the Quick Access Toolbar
- » Useful Keyboard Shortcuts
- » Getting Help

3 - Creating Your First Excel Spreadsheet
- » Working with Excel Templates
- » Working with Workbooks and Worksheets
- » Saving Workbooks and Worksheets
- » Entering and Editing Data
- » Navigating and Selecting Cells, Rows and Columns

4 - Introduction to Excel Formulas & Functions
- » Formulas and Functions Explained
- » Performing Calculations with the SUM Function
- » Counting Values and Blanks
- » Finding the Average with the AVERAGE Function
- » Working with the MIN and MAX Functions
- » Handling Errors in Formulas
- » Absolute vs Relative Referencing
- » Autosum and AutoFill
- » Flash Fill

5 - Using Named Ranges
- » What are Named Ranges?
- » Creating Named Ranges
- » Managing Named Ranges
- » Using Named Ranges in Calculations

12 - Conditional Formatting
- » Highlighting Cell Values
- » Data Bars
- » Color Scales
- » Icon Sets

13 - Inserting Items into a Spreadsheet
- » Inserting Pictures
- » Inserting Shapes and Text Boxes
- » Inserting Icons and 3D Models
- » Creating Diagrams Using SmartArt
- » Inserting Screenshots
- » Inserting Comments

14 - Working with Views and Zoom
- » Workbook Views
- » Using Zoom in a Worksheet
- » Arranging Workbooks and Worksheets
- » Freezing Panes

15 - Page Layout and Print Options
- » Setting Margins and Orientation
- » Setting and Clearing the Print Area
- » Inserting Page Breaks
- » Setting Print Titles and a Background
- » Inserting Headers and Footers
- » Printing a Workbook

16 - Finalizing Your Spreadsheet
- » Protecting Workbooks and Worksheets
- » Spell Checking
- » Inspecting the Workbook
- » Saving the Workbook in Different Formats
- » Sharing a Workbook

More about the ZandaX Microsoft Excel 365 (2021) Beginners course

A Great Foundation in Using Excel

A thorough guide to getting started with Microsoft Excel: whether you're a complete beginner, or someone who wants to learn the basics using best practice, this is the course for you.

It starts with the Excel 2021 interface and keyboard shortcuts, then introduces you to Excel formulas and functions before moving on to formatting cells and using Excel lists. We show you how to use charts, insert pictures, work with views, set page layout and a whole host more!

You'll now have a solid basis for understanding and using Excel confidently and effectively.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
You also get accompanying exercises that you can use to reinforce your learning.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/excel-365-introduction to view the latest details, including related courses, prices and quantity discounts.