Excel 365 Level 1 : Excel 365 Level 1

Organize, calculate, analyze, revise, update, and present your data in ways that help the decision makers in your organization. This course provides you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data analysis.

Course Outcomes

Upon successful completion of this course, you will be able to:

Familiarize yourself with Excel's layout, its various parts, its commands, and its terminology.

Outline Excel's abilities to quickly, efficiently, and accurately calculate data.

Update worksheets without throwing away all of the valuable work you've already done.

Format a worksheet and organize your data.

Print workbooks.

Manage the overall structure of your workbooks.