

# Excel Introduction 365 Outline

Day 1	Day 2
<p>Module 1 – Excel Environment</p> <ul style="list-style-type: none"><li>• Explore the interface</li><li>• Review the Excel Application Window</li><li>• Learn navigation and selection techniques</li><li>• Save and convert files</li></ul>	<p>Module 4 – Sorting and Filtering Data</p> <ul style="list-style-type: none"><li>• Learn to prepare data for lists</li><li>• Create header rows</li><li>• Work in single level sort orders</li><li>• Work in multi-level sort orders</li><li>• Use AutoFilter</li><li>• Advanced Filter</li></ul>
<p>Module 2 – Create and Modify Worksheets</p> <ul style="list-style-type: none"><li>• Learn data entry shortcuts</li><li>• Quickly fill data series with the “Fill” handle</li><li>• Insert, hide, delete columns rows and cells.</li><li>• Manipulate data with cut, copy and paste.</li><li>• Work with Flash Fill</li><li>• Format worksheets</li></ul>	<p>Module 5 – Create and Modify Charts</p> <ul style="list-style-type: none"><li>• Make a default chart</li><li>• Create column charts</li><li>• Create pie charts</li><li>• Modify and format charts</li><li>• Learn about sparklines (Mini Charts)</li><li>• Modify sparklines</li></ul>
<p>Module 3 – Calculate with Formulas and Functions</p> <ul style="list-style-type: none"><li>• Learn formula basics</li><li>• Work with basic functions</li><li>• Learn date calculations</li><li>• Work in grouped sheets</li></ul>	<p>Module 6 – Page Layout and Printing</p> <ul style="list-style-type: none"><li>• Work with page layouts</li><li>• Work with print settings</li><li>• Print to pdf. &amp; OneNote</li></ul>
<p>Appendix A – More Functions</p> <ul style="list-style-type: none"><li>• Learn the IF function</li><li>• Learn the VLOOKUP function</li></ul>	

