Course syllabus - Work Smarter with Excel

In this course, you'll discover the basics of Microsoft Excel, what it is, how to use it, and why it's an important part of Microsoft's suite of office productivity tools.

This course is intended to help you get up to speed with Excel comfortably and adeptly. You will develop new skills in spreadsheet creation and optimized presentation, as well as in working with basic formulas and functions. By the end of this course, you will be comfortable creating advanced formulas, analyzing data with functions and PivotTables, and working with visualized data in Excel.

Module One
In this module, you'll get started with some entry-level basics in Microsoft Excel. By getting to know Excel, what it does, its interface, and general layout and features. You'll get to start creating workbooks and working with data. Before exploring how to modify workbooks, format data, apply layout and prepare to print.

Module Two

In this module, you'll start working with Excel's core features: functions and formulas. You'll learn how to implement and use formulas and functions with data in Excel. You'll also learn how to use Sorting and Filtering tools, and define data sets by applying range names. Finally, you'll explore an array of specialized, text, and logical functions that can boost your abilities in Excel.

Module Three

In this module, you'll move on to how to organize and visualize data in Excel. You'll learn all about tables and charts, how to create, format, and modify them to store organize and display data in the way that you need. You will also learn how to manage large workbooks. Finally, you will be introduced to analyzing data, using Excels pivot tables and slicer

Module Four

In this module, you will have the opportunity to try out some of the Advanced features that Excel has to offer. These include customizing formulas, proofing, and interface options, as well as applying conditional formatting. How to customize, manage, enhance and automate large workbooks, and how to export data and use data sources.

Module Five

In this module, you'll undertake a hands-on project with Microsoft Excel. In this project, you'll use the knowledge and experience that you've gained from the previous modules by applying your spreadsheet skills to analyze and present sales data, before reviewing and leaving comments.

Throughout all these modules, you'll encounter several case studies showing the real-world applications of Microsoft Excel.

And by the time you've completed this project, and the other exercises in the course, you'll have created a portfolio of work demonstrating your proficiency with Microsoft Excel.

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