NYS & CSEA Partnership

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Microsoft Excel 365 Basics
Online Learning Certificate Program
Course List

This program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees. Participants are required to successfully complete all seven of the following courses and achieve a passing grade of 70% or higher in each course. **We recommend you complete the courses in the order they appear below.**

1. ## Getting Started in Excel 365 (0.75 Hours)
   Explore how to find and open the Excel 365 application, navigate the interface and create spreadsheets. Other topics include how to add to and remove data, resize columns and rows, employ the undo and redo recent actions, and insert formulas.

2. ## Entering Data in Excel 365 (0.75 Hours)
   This course explores a variety of tools and techniques for adding and arranging data in Excel 365. Learn commands to manage data between cells and sheets, including how copy data, complete series, and find patterns. See also how to insert drop-down lists for users to enter data from a list, navigate multiple windows, and edit several sheets simultaneously. Finally, learn how to import data from external sources, such as text files, online sources, and images.

3. ## Ten Common Tools in Excel 365 (0.75 Hours)
   To make the most out of Excel 365, you need to be familiar with some of its most-frequently-used features. This course highlights ten tools to help take your Excel proficiency to the next level.

4. ## Formatting Cells in Excel 365 (0.5 Hours)
   Excel 365 offers a wide range of formatting options to enhance the presentation of your worksheet data. This course explores essential formatting tools in Excel, such as shading, borders, merging cells, vertical and horizontal alignment of text, as well as number formatting options.

5. ## Printing Spreadsheets in Excel 365 (0.5 Hours)
   Excel 365 offers an array of tools for making printouts of your spreadsheet data. In this course, you will learn how to add headers and footers, how to set your print area, adjust your print page layout, and configure the print settings.

6. ## Adding and Arranging Data in Excel 365 (0.75 Hours)
   This course demonstrates how to add and manage content in your worksheets with columns and rows, the AutoFill feature, and the Paste Special tools. You will also learn how to align values in cells, and freeze rows or columns to avoid unnecessary scrolling. Finally, you'll explore how to select cells and ranges and how to merge and unmerge content across various cells.

7. Working with Tables in Excel 365 (0.75 Hours)

Tables are a powerful tool for organizing, analyzing, and presenting data. In this course, you will learn all about how to add and modify tables; how to add, remove, and reorganize rows and columns; and use table styles. Finally, you will discover how to perform calculations using calculated columns and structured references, as well as organize your data by removing duplicates and using slicers to filter certain values.

Optional Learning

Want to learn more? Once you've completed all the required courses, consider continuing your learning with the following optional course. Unlike the required courses, you do not need to complete these to earn your certificate.

Exploring Essential Functions in Excel 365 (0.75 Hours)

Excel functions cover a wide array of uses, from formatting text to performing calculations. This course delves into several of the most common functions in Excel 365. You will see how to perform operations based on specific conditions using the IF() function. Learn how to use functions to count cells, round numbers, and generate numeric data. You will also discover the OFFSET() function, which lets you extract specific values from a dataset. The second part of the course covers some helpful functions for working with text, such as LEN(), SEARCH(), and FIND(). Finally, you will see how to use functions to extract text, combine multiple text strings, and replace one string with another.

Troubleshooting Common Issues in Excel 365 (0.25 Hours)

In this course, you will learn how to check whether your workbook has compatibility issues with older versions of Excel, whether it contains personal information that you may not want to share with others, as well as how to recover unsaved documents. Also, you will learn how to ensure formulas are updated automatically when changes are made.

Setting Your Work Preferences in Excel 365 (0.5 Hours)

This course explores ways to tailor the Excel application and interface to your needs. You will see how to change your Office account options, including the Office Theme and application background. Find out how to customize the Quick Access Toolbar and Ribbon and how to configure other key aspects of Excel, including how to modify save settings and default workbook settings.

Referencing Cells in Excel 365 (0.5 Hours)

References are a way to refer to a cell, range, worksheet, or workbook in a formula. This course shows you how to use references to create formulas that dynamically update as the referenced cells change. Next, the course explores the differences between relative references, which change as they are copied to other rows or columns, and absolute references, which stay the same. In addition, you will learn how to reference cells in external worksheets and workbooks and how to give names to cells and ranges and to reference values by name.

Foundational Competencies

Workplace development competencies are job-based skills employees need to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the Workforce Development Competencies page at: https://nyscseapartnership.org/workforce-development-competencies.

This certificate assists you in developing competency in: *Computer Skills and Technology.*