

## 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)

Excel 365 is the spreadsheet application in the Microsoft 365 suite. In this course, you will explore how to find and open the Excel 365 application, navigate the interface and create spreadsheets. Key concepts covered in this course include accessing the app and exploring the interface, which features a ribbon with multiple tabs, a status bar, and a Quick Access Toolbar with multiple tools for visualizing your spreadsheet data. You will also learn how to open a new workbook and how to create a worksheet from a template. You will explore how to add data to a spreadsheet, copy and paste data into a spreadsheet, resize columns and rows; and delete items from a spreadsheet. In addition, you will discover how to undo recent actions you may have performed in error or redo an action to save time. You will also look at how to insert one of the built-in formulas from the Function library to perform calculations on your data; how to save a worksheet or workbook that you've created; and how to share your spreadsheets with others.

### 2. Entering Data in Excel 365 (0.75 Hours)

Before you can begin analyzing data in Excel, you need to know how to input it into a worksheet. This course explores a variety of tools and techniques for adding and arranging data in Excel 365. The first part of this course introduces you to essential data entry tools. Find out how to use the clipboard commands and Paste Special to copy and move data between cells and sheets. Learn how to use AutoFill and Flash-Fill to copy data, complete series, and find patterns in your data. See also how to insert drop-downs to allow users to select cell values from a list. Next, the course explores two ways to enter data in multiple worksheets or workbooks. See how to arrange and navigate between multiple windows, as well as how to group worksheets to 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. In this course, you will see how to use the Selection Pane and related tools to select objects in a worksheet. Find out how to quickly apply commands with keyboard shortcuts, search, and KeyTips. Discover a number of features designed to help you review your worksheet, including spell check, AutoCorrect, Smart Lookup, and Translate. In addition, the course explores different ways to find and resolve issues in your workbooks. See how to check for issues related to compatibility with older versions of Excel, accessibility to users with different needs, as well as privacy and confidentiality. Finally, find out how to recover unsaved workbooks.

### 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 video explores essential formatting tools in Excel. First, you will see how to change the appearance of cells. See how to add style to your worksheets by formatting text, borders, and cell backgrounds. Next, you will learn how to change the way data is arranged in your spreadsheet. Find out how to merge cells together and modify the vertical and horizontal alignment of text. See also how to wrap text and change text orientation. In addition, the course explores a number of other tools for formatting cells and worksheets. Discover how to use the Format Cells dialog box and change your cells' number format. Learn how to apply consistent formatting with Cell Styles, Format Painter, and by grouping worksheets. Finally, see how to clear formatting from selected cells.

### 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 to the pages in a spreadsheet if you would like to include additional information. And you will learn how to set your print area, adjust your print page layout, configure the print settings, and print your spreadsheets in Excel 365.

### 6. Adding and Arranging Data in Excel 365 (0.75 Hours)

In Excel 365, it is easy to add new content to workbooks and change how values are arranged. This course demonstrates how to add and manage content in your worksheets, including how to insert columns and rows, and data into cells. You will begin by learning how to fill cells using the AutoFill feature; as well as how to insert columns and rows into a worksheet. Next, you will observe how to paste copied data using the Paste Special tools; how to align values in cells; as well as how to freeze rows or columns to avoid unnecessary scrolling. Finally, you'll explore how to select cells and ranges; and how to merge content across various cells or unmerge if necessary.

### 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 creating and using tables. First, find out how to add and modify tables. See how to create a table from a range, as well as how to add, remove, and reorganize table rows and columns. Next, the course shows you how to use table styles to enhance the presentation of your data. See how to apply built-in styles, configuring table style options, and creating custom styles to meet your specific needs. Finally, you will discover how to efficiently manipulate your table data. Learn how to perform calculations using calculated columns and structured references. See also how to organize your data by removing duplicates and using slicers to filter out 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. The course begins by exploring fundamental functions for working with data. 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. See how to clean up your text by removing spaces and changing letter case. Find out how to count characters and character positions using 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 Excel 365, it is easy to prevent and resolve issues when working with multiple workbooks. 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)

You can get more out of Excel 365 by customizing the app. This course explores different ways to tailor the Excel application and interface to your needs. First, see how to personalize elements of the interface. 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 as well. Next, you

will learn how to configure other key aspects of Excel. In particular, see how to modify save settings and default workbook settings. Finally, discover other ways to customize your experience in Excel. See how to create your own custom templates and install add-ins to extend the app's functionality.

### Referencing Cells in Excel 365 (0.5 Hours)

References in Excel 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. The course begins by covering the basics of referencing. You will learn how to reference cells, ranges, rows, and columns. You will then see how to use them with the most common functions and operators in Excel to perform simple calculations. 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. You will see how to use both types of reference in a formula, as well as mixed references, a combination of the two. In addition, you will learn how to reference cells in external worksheets and workbooks. You will also see 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://nycseapartnership.org/workforce-development-competencies>.

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