

Microsoft Excel Training Agenda (Level 100)

Overview

Intermediate overview of Microsoft Excel. This assumes the user already has a strong understand of the basic features of Excel, can navigate the application, and has a grasp on the use of functions and custom formulas. When presenting material, take advantage of pre-made content found within the Contoso demo tenants, found at demos.microsoft.com.

Templates and Basics of Excel Sheet Structure (10min)

- Showcase templates
- Explain what templates can offer
- Take a tour around excel sheet structure what it has (rows, columns, cells, references, worksheets, and workbooks)
- [Excel shortcuts](#)

Cell and Sheet Formatting (10min)

- Styles and Themes
- Cell formatting
- Sheet formatting

Functions and Formulas (15min)

- Introduction and examples of basic functions (Sum, average, count, max, min,..)
- Introduce IF formulas
 - Give examples with (Sumif, averageif,..)
- Date formulas (NETWORKDAYS, EOMONTH, EODATE, YEARFRAC)
- Comments and email notification when new comment is added
- Exporting files
 - Save a file as PDF
 - Page layout and sizing

Conditional Formatting (10min)

- Text to column (paste options)
- Remove duplicates
- Conditional formatting rules and examples

Pivot Tables (10min)

- Basics of Pivot tables
- Examples of sample data
- Filtering
- Visualizations (charts)

Question and Answer (5min)

- Partner with the organization's point of contact to field any questions before hand, set expectation that Microsoft Store Employees are not present to create business specific solutions, only to demonstrate the skills and features that will allow them to do so.
- Include Q+A session at the end of the training