

**Excel 365 Quick Start for Experienced Excel Users**

**Course Number:** OFC-110  
**Duration:** 1 day

**Overview**

This Excel 365 Quick Start for Experienced Excel Users training course gives experienced users of earlier versions of Excel a rapid introduction to Excel 365.

**Prerequisites**

Prior experience with earlier versions of Excel is welcome, but prior experience with Excel is not presumed.

**Materials**

All attendees receive a short handout in electronic format and will be familiarized in class with Excel’s online documentation.

**Software Needed on Each Student PC**

Microsoft 365 (including Excel), a modern web browser, and Internet access.

**Objectives**

* Set up Excel 365
* Create a Workbook using automation
* Work with Tables and Pivot Tables
* Create and use Charts/Pivot Charts

**Outline**

* Introduction to Excel 365
* Setting up Excel 365 for Efficiency
  + Setting up the QAT
  + Setting up the Ribbon
* Creating a Workbook using Automation
  + Using AutoFill
  + Using AutoFit
  + Using AutoSum (and other formulas)
  + Using AutoFormat (and other formats)
  + Using Conditional Formatting
* Excel 365 Tips and Tricks
* Creating and Using Tables
* Creating and Using Pivot Tables
* Creating and Using Charts/Pivot Charts
* New Features that Cannot be Missed!
  + Quick Analysis
  + Flash Fill Conclusion
* Conclusion