

Certification Courses

Excel 365 Specialist

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

MSD2986

DELIVERY

Online / Face-to-Face

DURATION

Flexible

PREPARED FOR

Organisation Approval

[Register for this Course](#)

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Course Overview

Welcome to the Office 365 Excel Web App Essentials workshop. With Office 365, you can access your spreadsheets anywhere, and make some basic changes without using a computer where your desktop Office applications are installed.

In the Office 365 Excel web app, you can collaborate on a spreadsheet with anyone, no matter what version of Excel they have, and your changes are automatically saved.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

By the end of this workshop, you should be able to:

- Understand the Office 365 web interface, including the home page, the team site, and the shared documents list
- Understand the Excel 365 browser interface
- Upload a spreadsheet to the Shared Documents library
- Download and reload workbooks
- Open in Editing View
- Open the spreadsheet in the Excel desktop application for more advanced features
- Understand saving and collaborating
- Enter labels and values
- Build, copy and edit formulas
- Use absolute referencing appropriately
- Understand the difference between Formulas and Functions
- Use basic Excel functions, including SUM, AVERAGE, MAX, and MIN
- Sort and filter data
- Collaborate with others on a spreadsheet
- Use alignment options
- Apply borders and fill color
- Insert and work with Tables and Charts
- Insert links

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Welcome to OfficeWeb Apps

- The Home Page
- The Team Site
- Shared Documents
- Uploading a Spreadsheet
- Module Two: Review Questions

Module Three: Worksheets and Workbooks

- Opening a Spreadsheet
- Overview of the Reading View
- Understanding Worksheets vs. Workbooks
- Downloading and Reloading
- Closing Spreadsheets
- Module Three: Review Questions

Module Four: Working with Excel Files

- Using the Find Command
- Saving a Copy
- Editing in Browser
- The Excel Web App Interface
- Opening in Excel
- Module Four: Review Questions

Module Five: Editing in the Browser (I)

- About Saving and Save As
- A New File and AutoSaving
- Entering Data
- Editing Data
- Using the Wrap Command
- Module Five: Review Questions

Module Six: Editing in the Browser (II)

- Cut, Copy, and Paste
-

Using Undo and Redo

- Adding Rows and Columns
- Deleting Cells
- Using Timesaving Shortcuts
- Module Six: Review Questions

Module Seven: Building Formulas

- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute References
- Module Seven: Review Questions

Module Eight: Understanding Functions

- Formulas vs. Functions
- Using the SUM Function
- Using Other Basic Excel Functions
- Using AutoComplete
- Module Eight: Review Questions

Module Nine: Working with Data

- Sorting Data
- Filtering Data
- About Collaborating
- About Refreshing External Data
- Module Nine: Review Questions

Module Ten: Formatting Your Data

- Changing the Appearance of Text
- Changing the Appearance of Numbers
- Setting Alignment Options
- Adding Borders
- Adding Fill Color
- Module Ten: Review Questions

Module Eleven: The Insert Tools

- Inserting Tables
- Inserting Charts
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Working with Charts

- Inserting Links
- Module Eleven: Review Questions
- Module Twelve: Wrapping Up
- Words from the Wise

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairobi,

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

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Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Excel 365 Specialist
Preferred Delivery Mode	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name

Signature / Stamp

Date