

Excel 365 Specialist Course Details

Department: Certification Courses

Presented by Magna Skills Development Institute

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Course Summary

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 Objectives

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

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

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Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.