Microsoft Excel & Office 365 Classes

2018

Microsoft Excel lets you quickly organize, calculate, analyze and visualize your data to make more sound business decisions. The amount of data you re collecting these days can make it challenging to focus on the current trends and forecast for future goals. With Excel 2016 you will learn how to use new features like Quick Analysis, Recommended Charts/Pivot Tables and Flash Fill to make sense of big data and focus on what's important.

Office 365 provides anywhere access to familiar Office productivity applications like Outlook, Word, Excel, PowerPoint and more. It's the same Office you already know and use every day, but because Office 365 is powered by the cloud, you can get to your applications and files from virtually anywhere – PC, Mac, tablets and mobile phones - and they're always up to date. You will also learn about many productivity and group collaboration app's like Teams, OneDrive, OneNote, SharePoint, Planner and Power BI.

These are 'hands-on' courses, and each participant will have their own computer with scenario-based learning.

COURSE SCHEDULE (8 A.M. – 5 P.M.)

- **Excel 2016, Basic:** September 17 or November 13
- **Excel 2016 Intermediate:** October 1 or December 4
- **Excel 2016 Advanced:** October 10 or December 11
- **Office 365 Tips and Tricks:** September 10 or November 27

REGISTRATION

The deadline to register for each course is one week prior to the course date.

REGISTER NOW, COURSES FILL QUICKLY!

To register, contact Daytona State College at (386) 506-4224 or Joanne.Parker@DaytonaState.edu. We accept checks, credit cards (MasterCard, VISA), purchase orders or company billing for payment. Courses may be canceled due to a lack of enrollment.

LOCATION:

Daytona State College
Building 150
Room 312
Daytona Beach Campus

FEE:

Each one-day course is only $145.

Center for Business & Industry
www.theCBI.com

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Microsoft Excel & Office 365

Course Descriptions

Office 365 Tips & Tricks - In this course you will learn how increase individual and group productivity with Office 365. The online and desktop apps work better together to manage mail, meeting notes, projects, files, data analysis and presentations. You will explore Outlook, OneNote, OneDrive, Planner, Excel, Power BI, Word, PowerPoint, Delve, Groups, SharePoint and Teams.

Excel 2016: Basic - This course provides you with a foundation for Excel knowledge and skills. You will learn how to perform calculations with functions and formulas, modify worksheets, format worksheets, print and manage workbooks.

Excel 2016: Intermediate - This course builds upon the foundational knowledge presented in the Basic course. You will work with specialized functions, create and analyze lists, and visualize data with charts and PivotTables/PivotCharts.

Excel 2016: Advanced - This course builds upon the foundational and intermediate knowledge presented in the Basic and Intermediate courses. You will work with multiple worksheets and workbooks, use Lookup functions, apply formula auditing, share and protect workbooks, automate workbook functionality and forecast data.

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