

ELearning Computer Training

2020

Microsoft 365

Excel Microsoft 365 (20)

COURSE
Excel Office 365: Getting Started
Excel Office 365: Creating & Saving Workbooks
Excel Office 365: Inserting & Manipulating Data
Excel Office 365: Formatting Data
Excel Office 365: Illustrating Documents
Excel Office 365: Basic Formulas
Excel Office 365: Sharing & Collaborating on a Document
Excel Office 365: Custom & Conditional Formatting
Excel Office 365: Finding & Grouping Data
Excel Office 365: Sorting & Filtering Data
Excel Office 365: Referencing Data
Excel Office 365: Forecasting & Solving Problems
Excel Office 365: Creating Charts & Graphics
Excel Office 365: Working with Different Chart Styles
Excel Office 365: Working with Excel Tables
Excel Office 365: Inserting PivotTables
Excel Office 365: Working with Data in PivotTables
Excel Office 365: Using Conditional Formulas
Excel Office 365: Finding & Analyzing Information with Formulas
Excel Office 365: Configuring Options & Settings

PowerPoint Microsoft 365 (14)

COURSE
PowerPoint Office 365: Getting Started
PowerPoint Office 365: Creating Presentations
PowerPoint Office 365: Saving Presentations
PowerPoint Office 365: Inserting & Manipulating Text
PowerPoint Office 365: Formatting Presentations
PowerPoint Office 365: Enhancing Presentation Designs
PowerPoint Office 365: Using Multimedia in Presentations
PowerPoint Office 365: Adding Data to Presentations
PowerPoint Office 365: Creating Graphics & Diagrams
PowerPoint Office 365: Organizing Presentation Assets
PowerPoint Office 365: Sharing & Collaborating on a Presentation
PowerPoint Office 365: Adding Animations
PowerPoint Office 365: Preparing & Delivering Slideshows
PowerPoint Office 365: Configuring PowerPoint

Word Microsoft 365 (17)

COURSE
Word Office 365: Opening & Setting Up
Word Office 365: Creating, Opening & Saving Documents
Word for Office 365: Editing documents
Word Office 365: Formatting documents
Word Office 365: Using Find & Replace Tools
Word Office 365: Sharing & Collaborating on a Document
Word Office 365: Structuring Documents
Word Office 365: Shaping Documents
Word Office 365: Illustrating Documents
Word Office 365: Creating Graphics & Diagrams
Word Office 365: Adding Data & Calculations

Cont. Word Microsoft 365 (17)

COURSE
Word Office 365: Using Table Tools
Word Office 365: Using Research Tools
Word Office 365: Creating Forms
Word Office 365: Creating Bulk Mailings
Word Office 365: Using the Publishing Tools
Word Office 365: Configuring the Application

Other Microsoft 365 Courses (1)

COURSE
Office 365: Getting to know the Office 365 web portal