

**Microsoft 365 Excel Productivity**

**Course Number:** MSO-120  
**Duration:** 0.5 days

**Overview**

[Microsoft Excel](https://www.microsoft.com/en-us/microsoft-365/excel), one of the tools in the Microsoft 365 suite, is used to store, manipulate, and analyze data. The functions and formulas in Excel allow users to quickly and easily create insightful and organized spreadsheets from large data sets. This interactive, hands-on MS Excel training course teaches attendees how to become more productive with Excel. Participants learn how to work with tables and can immediately apply our expert trainer's real-world tips, tricks, shortcuts, and useful commands to their everyday tasks.

**Prerequisites**

Students must have a basic familiarity with Excel.

**Materials**

All MS Excel training attendees receive a short reference handout covering the topics in the class.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft Excel.

**Objectives**

* Customize the Quick Access toolbar
* Discover Excel's top 5 Commands
* Work with Tables
* Discover tips and tricks to save you time

**Outline**

* Customizing the Quick Access Toolbar
* Keyboard Commands and Tricks
* Top 5 Commands
* Working with Tables
* Newer Features that are Amazing