

Course Outline & Learning Options

EXL 101 – Excel 365 Essentials

Course Information

Course Title	Excel 365 Essentials
Course Number	EXL 101
Learning Series	MCT Excel Learning Series
Prerequisites	None
Duration	4 hours
Delivery Format	• Self-Directed Learning • Live Online Workshop • On-Site Group Training • One-on-One Coaching
Languages	English, French, or Bilingual Delivery
Pricing	Please refer to the current MCT Learning Options & Pricing Guide for details.
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Practical Skills You'll Gain

Participants will gain practical experience creating, organizing, saving, and managing Excel workbooks and worksheets for everyday personal, educational, and workplace tasks.

Course Description

Microsoft Excel is one of the most widely used spreadsheet applications for organizing information, performing calculations, tracking data, and creating reports. This introductory course provides participants with a solid foundation in Excel 365 by exploring the essential tools and features needed to work confidently with worksheets and workbooks.

Participants will learn how to navigate the Excel interface, work with rows, columns, cells, and worksheets, enter and edit data efficiently, save and manage files, use Freeze Panes, and understand common Excel file formats. Through guided demonstrations and hands-on practice, learners will create and organize a simple monthly expense worksheet.

Learning Outcomes

By the end of this course, participants will be able to create and maintain simple Excel worksheets, navigate the Excel 365 environment, manage workbook files, organize information, and apply foundational spreadsheet skills to practical tasks.

This course supports beginners who want to build confidence using Excel for budgeting, tracking, record keeping, lists, and general office administration.

Learning Objectives

By the end of this course, participants will be able to:

- Identify and work with workbooks, worksheets, rows, columns, cells, and ranges.
- Navigate the Excel 365 interface, including the Ribbon, Quick Access Toolbar, Formula Bar, Name Box, and workbook environment.
- Enter, edit, organize, and manage data efficiently within a worksheet.
- Create, save, and organize Excel files using Save, Save As, and AutoSave features.
- Understand common Excel file formats and their appropriate uses.
- Work with multiple worksheets within a workbook.
- Use Freeze Panes and basic navigation techniques to improve productivity.
- Create and organize a simple worksheet for tracking personal or business information.

Who Should Attend?

This course is designed for:

- Beginners
- Individuals
- Seniors
- Students
- Administrative professionals
- Small business owners
- Professionals
- Lifelong learners

Whether you're managing a household budget, organizing information, tracking expenses, creating reports, or building workplace skills, these practical, hands-on workshops will help you use Microsoft Excel with greater confidence and efficiency.

Customization Options

- Duration may be adjusted to meet client needs.
- Content may be customized for the audience, setting, and learning goals.
- Additional demonstrations may be included.
- Industry-specific examples may be added.
- English, French, or bilingual delivery is available.
- Printed participant guides and reference materials are available.
- Follow-up coaching and additional workshops are available.

Learning Activities

Participants will:

- Create and organize a simple monthly expense worksheet.
- Navigate sample workbooks and identify key Excel interface elements.
- Enter, update, and organize information using rows, columns, and worksheets.
- Save a workbook, use different file formats, and apply Freeze Panes to keep headings visible.

Module Breakdown

Module 1 – Introduction to Excel 365

Time: 15 minutes

Key Topics:

- Introduction to Microsoft Excel
- Everyday and business uses of Excel
- How spreadsheets are structured and used
- Overview of core Excel features and capabilities
- Creating and opening a workbook

Module 2 – Exploring the Excel Interface

Time: 20 minutes

Key Topics:

- Overview of the Excel window and workspace
- Understanding the Ribbon and its tabs
- Using the Quick Access Toolbar, Name Box, Formula Bar, and Status Bar
- Navigating between workbooks and worksheets

Module 3 – Understanding Workbooks and Worksheets

Time: 15 minutes

Key Topics:

- Difference between workbooks and worksheets
- Rows, columns, cells, ranges, and cell references
- Selecting cells and ranges
- Navigating within a worksheet

Module 4 – Entering and Editing Data

Time: 20 minutes

Key Topics:

- Entering text, numbers, and dates
- Editing cell contents
- Using AutoFill and AutoComplete
- Using Undo and Redo
- Applying basic copy and paste techniques

Module 5 – Saving and Managing Files

Time: 10 minutes

Key Topics:

- Using Save and Save As
- Working with AutoSave
- Understanding Excel file formats, including .xlsx, .xlsm, .csv, and .pdf
- Naming, organizing, and managing files effectively

Module 6 – Working with Multiple Worksheets

Time: 15 minutes

Key Topics:

- Adding and renaming worksheets
- Moving, copying, and changing worksheet order
- Navigating between worksheets
- Creating and organizing a workbook with multiple sheets

Module 7 – Freeze Panes and Navigation Tools

Time: 10 minutes

Key Topics:

- Using Freeze Panes
- Splitting windows
- Scrolling through large worksheets
- Using keyboard navigation shortcuts

Digital Resources Included

Participants receive the following digital learning resources to support learning during and after the course:

- Participant Guide (Digital PDF)
- Step-by-Step Exercise Workbook
- Practice Files
- Completed Exercise Files
- Quick Reference Guide
- Keyboard Shortcut Reference Card
- Excel Tips & Productivity Guide
- Resource List for Continued Learning
- Certificate of Participation (optional)

Note

Optional Materials

- Printed Participant Guide
- Printed Exercise Workbook
- Laminated Excel Quick Reference Card
- Laminated Keyboard Shortcut Guide

Upon Completion

Upon completion, participants will have the knowledge and confidence to use Microsoft Excel 365 for everyday personal, educational, and workplace tasks. They will be able to create, organize, and maintain simple spreadsheets, manage workbook files, and use Excel as a practical tool for budgeting, record keeping, tracking information, and improving productivity.

Responsible Use

Participants are encouraged to use Excel responsibly by organizing information clearly, saving work carefully, protecting sensitive data, and applying good file-management practices when working with personal, business, or client information.

After This Course

Participants may wish to continue their learning with:

- EXL-102 – Creating and Formatting Professional Worksheets
- EXL-103 – Working Efficiently with Data
- EXL-201 – Formula Fundamentals
- EXL-202 – Essential Functions

Ready to Build Your Excel Skills?

Gain confidence using Excel for everyday tasks at home and at work. **EXL-101** can be delivered as a self-study course, instructor-led workshop, virtual session, or personalized coaching experience.

- Request a free consultation to discuss your training goals.
- Ask about customized examples using your industry or workplace scenarios.
- Choose English, French, or bilingual delivery.
- Book a session for individuals, small groups, or workplace teams.

Contact MCT Office Services today to plan practical Excel training that fits your needs.

About MCT Office Services



**Helping you work more efficiently, stay organized,
and use technology with confidence.**

MCT Office Services provides friendly, patient, and practical online support for individuals, seniors, community groups, and small businesses that need help with technology, paperwork, organization, digital tools, and learning. In-person appointments are also available in the Ottawa area by appointment.

- Online technology support and troubleshooting
- Online help with forms, paperwork, and applications
- Document creation, formatting, and organization
- Guidance with digital tools, including beginner-friendly AI support
- Administrative and organizational support
- One-on-one coaching and small-group workshops

Online support. In-person appointments available in the Ottawa area.

No memberships. No contracts.

Camylle Tremblay MCT Office Services Orléans, Ontario	Questions? Book online support or an in-person Ottawa-area appointment. Contact MCT Office Services for a free initial consultation.	Email: admin@mctofficeservices.com Phone: (343) 887-6701 Web: www.mctofficeservices.ca
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