Excel for incoming HPM Masters Students

Instructions for Accessing Excel Training Course:
- Log in: https://software.sites.unc.edu/linkedin/ (log in link on right-hand side, you can login with your Onyen and password)
- Search for **Excel Essential Training (Office 365/Microsoft 365)**. Even if you are working on another version of Excel (e.g., Excel for Mac, Excel 2021), the content covered should be the same, or nearly so.
- The entire course takes approximately 2 hours to complete. You may select which sessions you would like to review based on your own Excel knowledge and comfort level. Below are the knowledge and skills (and associated training sessions) that are **Required** and Recommended prior to matriculation.
- If you are unfamiliar with the topics listed under **Required** and Recommended, please complete the training, including the exercise files that are included in the training module and let you follow along with the trainer.

Required knowledge/skills prior to matriculation
- Introduction
1. Getting Started with Excel
2. Entering Data
3. Formulas and Functions (omit XLOOKUP and lookup functions)
4. Formatting
5. Adjusting Worksheet Layout and Data
7. Charts (you can omit Working with Excel Ideas)

Recommended knowledge/skills prior to matriculation
6. Printing
8. Adjusting Worksheet Views
9. Multiple Worksheets and Workbooks

Useful knowledge/skills, but covered in detail in one or more courses
3. Formulas and Functions (XLOOKUP and lookup functions)
10. Data Management Features

Generally, beyond the scope of course content
11. Sharing Workbooks