

Réf : EB31-533

Excel 2019

Protecting, sharing and optimising data

Aim

This course aims to teach you how to protect, share and optimise your data. After taking this course, you will know how to work collaboratively in Excel and you will increase your efficiency when managing data.

Target audience

Users who have mastered the essential commands and wish to move towards more advanced techniques.

Level required

The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.

Estimated time to complete the essential modules

3 h 03
(the video sequences last
7 minutes, on average)

Course content

► The essential modules

Excel 2019 – Collaborative work



MEDIAplus
eLearning

This module offers interactive training consisting of 9 training videos, 9 exercises and 1 additional resource.

Protect your data

- Protecting workbooks
- Protecting specific cells
- Creating a form
- Protecting and using a form
- Digital signatures

Share your data

- You need to know: Collaborative work
- Sharing a workbook
- Tracking changes in a workbook
- Merging workbooks
- Finalising a workbook

Excel 2019 – Optimising data



This module offers interactive training consisting of 14 training videos, 14 exercises and 1 additional resource.

Grasped the basics? Take the next step

- Naming a range of cells
- Sorting data
- Find and replace
- Summarising data with an outline
- Converting data
- Creating a data series
- Validation rules
- Custom views
- Attaching a comment to a cell
- Hyperlinks

Import / export

- You need to know: Importing and exporting data with Excel
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files
- Importing data
- Updating and managing imported data

Office 2019 : use cases

Excel, Word or PowerPoint with an Office 365 subscription



Vidéo

This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Office 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- Co-editing a file

► Complementary material

Excel 2019 and Office 365 versions – Reference book



Online book

This module includes digital course material.

Excel 2016 – Table creation basics



This module offers interactive training consisting of 27 training videos, 27 exercises and 6 additional resources.

