Ref : EB31-605

Excel 2021

Mastering the essentials

Aim

Discover Excel 2021 and Microsoft 365 versions, master data entry and formula, determine the format and layout of your tables and charts. You will learn how to manage long tables by filtering and sorting and you will be able to synthetize data using pivot tables.

Target audience	Level required	Estimated time **to complete the essential modules**
Any beginners or users with basic knowledge who wish to master Excel's essential commands.	No knowledge of Excel is necessary. The user just needs to be acquainted with using the keyboard and mouse.	10h 55min *(the video sequences last 2 to 5 minutes, on average)*

Course content

▸ **The essential modules**

Excel 2021 – Level 1: Essential skills

MEDIAplus eLearning

This module offers interactive training consisting of 45 training videos, 45 exercises and 5 additional resources.

Get started in Excel
- You need to know: About your spreadsheet application
- Opening a workbook
- Overview of the environment
- Moving around a workbook
- You need to know: Text made easy
- Data input
- You need to know: Selecting, copying, moving
- Selecting and deleting cells
- Undoing and redoing an action
- Column width/row height
- You need to know: Saving files
- Saving a workbook
- Modifying the contents of a cell
- Creating a new workbook

Set out your first Excel calculations
- Entering a calculation formula
- Sum and other basic functions
- Calculating a percentage
- AutoFill

Look good with easy formatting
- Simple numerical formats
- Applying a theme
- Formatting characters
- Character font and size
- Aligning cell contents
- Cell colour
- Cell borders

Print an attractive document
- Page layout
- Print preview and printing
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers

Increase your efficiency
- Using Excel Help
- Proofreading
- Find and replace
- Display zoom
- Inserting/deleting rows, columns and cells
- Moving cells
- Copying to non-adjacent cells
- Copying cell format quickly
- Merging cells
- Orientation of cell contents
- Cell styles
- Sorting data

Multiple worksheets and various views
- Sheet tabs
- Managing sheets: inserting, deleting, background
- Managing sheets: Moving, copying, hiding
- Freezing column and rows, splitting window
- Repeating rows or columns on printed pages
- Hiding sheets items
- Grouping data in an outline

Excel 2021 – Level 2: Intermediate skills

MEDIAplus eLearning

This module offers interactive training consisting of 60 training videos, 60 exercises and 5 additional resources.

Move on to more complex tables
- Displaying several lines in one cell
- Absolute reference
- Copying values, copying with a link and transposing
- You need to know: Calculation functions
- Control date and date formats
- Simple conditions
- Custom formats
- Conditional formatting
- Managing conditional formatting
- Named range
- Validation rules
- Cell ranges in functions

Let charts explain your data
- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Selecting chart elements
- Adding and removing items
- Formatting chart elements
- Modifying chart text it elements ems
- Legend and plot area
- Chart printing and page layout

Create striking charts
- Editing data labels
- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates
- Creating a 2D map chart
- Creating sparklines
- Managing sparklines

Illustrate your data
- Creating drawing objects
- Selecting and deleting objects
- Copying and moving objects
- Resizing drawing objects
- Editing text boxes
- Modifying drawing objects
- Formatting drawing objects
- Inserting pictures
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

Database functionality with an Excel table
- You need to know: Flash Fill
- Subtotal rows
- Creating and managing a data table
- Presenting and sorting data in a data table
- Adding calculations in a data table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: The criteria range
- Criteria ranges
- Filtering and copying rows using a criteria range
- Statistics with a criteria range
- Data sorting and filtering functions

See your data from a different angle: pivot tables and charts
- You need to know: Pivot tables and charts
- Creating a pivot table
- Editing and adding calculations to pivot tables
- Changing a pivot table's source
- Selecting, copying, moving or deleting in pivot tables
- Pivot table layout and printing
- Formatting pivot tables
- Filtering pivot tables
- Filtering with slicers
- Creating pivot tables based on several tables
- Adding calculated fields or elements
- Grouping data
- Pivot charts

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Microsoft Office: use cases - Excel, Word or PowerPoint with a Microsoft 365 subscription

Video	This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Microsoft 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

Excel 2021: use cases

Video	This module offers to view a video lasting 55 minutes.

Implementing quality control
- Introduction
- Setting up the statistical formulas
- Preparing the chart's setup
- Setting up the control chart
- Improving the control chart
- Conclusion

Analysing a library's attendance levels
- Introduction
- Creating the Attendance evolution chart
- Creating the pivot tables
- Conclusion

Monitoring the budget
- Introduction
- Creating the pivot tables
- Creating the pivot charts
- Creating the scoreboard
- Conclusion

Minimising costs
- Introduction
- Setting up the formulas
- Solving the problem with the Solver
- Conclusion

▸ **Complementary material**

Excel 2021 – Reference book

Online book	This module includes digital course material.

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Excel 2021 – Level 3: Advanced skills

MEDIAplus eLearning	This module offers interactive training consisting of 42 training videos, 42 exercises and 5 additional resources.

Excel 2021 – Level 3: Advanced skills

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