Réf : En_EB31-630

Excel 2021

Getting started

Aim

This course aims to provide you with the basics in order to create tables autonomously: discover the Excel spreadsheet, input data, perform easy calculations, format the table and manage the workbook. After taking the course, you will be able to easily and quickly create a basic data table.

Target audience	Level required	Estimated time to complete the essential modules
Any user who wishes to discover or deepen Excel's basics.	No prior knowledge of Excel is necessary.	2h 40min (the video sequences last 2 to 5 minutes, on average)

Course content

‣ **The essential modules**

Excel 2021 – Table creation basics

MEDIAplus eLearning	This module offers interactive training consisting of 27 training videos, 27 exercises and 5 additional resources.

Get started in Excel
- You need to know: About your spreadsheet application
- Overview of the environment
- Display zoom
- Moving around a workbook
- You need to know: Text made easy
- Data input
- Editing a cell's contents
- Using Excel's Help

Copying and moving, clearing
- You need to know: Selecting, copying, moving
- Selecting and deleting cells
- Undoing and redoing an action
- AutoFill
- Moving cells
- Copying to non-adjacent cells

Set out your first Excel calculations
- Entering a calculation formula
- Sum and other basic functions
- Calculating a percentage
- Absolute references
- You need to know: Calculation functions
- Cell ranges in functions

www.eni-elearning.com

Format the table
- Column width/row height
- Inserting/deleting rows, columns and cells
- Simple numerical formats
- Formatting characters
- Character font and size
- Aligning cell contents

Managing and printing the workbook
- You need to know: Saving files
- Saving a workbook
- Creating a new workbook
- Opening a workbook
- Page layout
- Print preview and printing

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

Video	This module offers to view a video lasting 23 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

▶ **Complementary material**

Excel 2021 and Office 365 versions – Reference book

Online book	This module includes digital course material.

www.eni-elearning.com