

Réf : En\_EB31-631

# Excel 2021

## Finalising tables: formatting and printing

### Aim

This course aims to teach advanced formatting and how to manage its printing. After taking this course, you will be able to properly finalise all types of data tables.

### Target audience

Any user who wishes to discover or deepen Excel's basics.

### Level required

No prior knowledge of Excel is necessary

### Estimated time to complete the essential modules

2 h 13  
(the video sequences last 2 to 5 minutes, on average)

## Course content

### ► The essential modules

#### Excel 2021 – Formatting tables



MEDIAplus  
eLearning

This module offers interactive training consisting of 26 training videos, 26 exercises and 1 additional resources.

#### Format your data

- Simple number formats
- Control date and date formats
- Formatting characters
- Character font and size
- Aligning cell contents
- Cell colour
- Cell borders
- Format painting
- Merging cells
- Cell contents orientation
- Cell styles

#### Edit the spreadsheets

- Column width and row height
- Inserting and deleting rows, columns and cells
- Sheet tabs
- Managing sheets: inserting, deleting, background
- Managing sheets: Moving, copying, hiding

**Improve table formatting**

- Displaying several lines in one cell
- Custom formats
- Hiding sheet items
- Conditional formatting
- Managing conditional formatting
- Applying a theme
- Creating and customising themes
- You need to know: Styles and templates
- Creating and using templates
- Modifying and deleting templates

## Excel 2021 – Printing tables



This module offers interactive training consisting of 7 training videos, 7 exercises and 1 additional resource.

**Print your tables**

- Page layout
- Print preview and printing
- Repeating rows/columns on printed pages
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers

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



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



This module includes digital course material.

## Excel 2021 – Table creation basics



MEDIAplus  
eLearning

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

