

Réf : En_EB31-633

Excel 2021

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

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

Course content

► The essential modules

Excel 2021 – Collaborative work



MEDIAplus
eLearning

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

Protect your data

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

Share your data

- You need to know: Collaborative work
- Sharing a workbook
- Finalising a workbook

Excel 2021 – Optimising data



MEDIAplus
eLearning

This module offers interactive training consisting of 15 training videos, 15 exercises and 1 additional resource.

Grasped the basics? Take the next step

- Named range
- Sorting data
- Find and replace
- Grouping data in an outline
- Converting data
- Creating data series
- Validation rules
- Custom views
- Comments
- Hyperlinks

Import / export

- You need to know: Importing and exporting data with Excel
- Communicating Excel data: PDF, XPS, email and web page
- Converting Excel files
- Importing data
- Updating and managing imported data

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.

Excel 2021 – Table creation basics



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eLearning

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