

Réf : En_EB31-635

Excel 2021

Presenting data: charts and illustrations

Aim

This course aims to teach you how to create eloquent charts and to illustrate your tables. After taking this course, you will be able to present data visually and illustrate your tables using pictures and drawing objects.

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 38
(the video sequences last 2 to 5 minutes, on average)

Course content

► The essential modules

Excel 2021 – Charts



MEDIAplus
eLearning

This module offers interactive training consisting of 16 training videos, 16 exercises and 1 additional resource.


Let the figures do the talking

- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Selecting chart elements
- Adding and removing elements
- Formatting chart elements
- Modifying chart text elements
- Legend and plot area
- Chart printing and page layout
- Creating sparklines
- Managing sparklines


Create striking charts

- Editing data labels
- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates

Excel 2021 – Pictures and drawing objects


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|  <p>MEDIPlus eLearning</p> | <p>This module offers interactive training consisting of 11 training videos, 11 exercises.</p> |
| | <p>Illustrate your data</p> <ul style="list-style-type: none"> • Creating a drawing object • Selecting and deleting objects • Copying and moving objects • Resizing a drawing object • Modifying a text box • Modifying a drawing • Formatting drawing objects • Inserting a picture • Managing pictures • Rotating and aligning objects • Stacking and grouping objects |

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


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|  <p>Video</p> | <p>This module offers to view a video lasting 23 minutes.</p> |
| | <ul style="list-style-type: none"> • 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

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|  <p>Online book</p> | <p>This module includes digital course material.</p> |
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Excel 2021 – Table creation basics

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|  <p>MEDIPlus eLearning</p> | <p>This module offers interactive training consisting of 27 training videos, 27 exercises and 6 additional resources.</p> |
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