

Ref : En_EB31-705

Excel (2024 and Microsoft 365 versions)

Mastering the essentials

Aim

Discover Excel (2024 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 synthesize data using pivot tables.

Target audience

Any beginners or users with basic knowledge who wish to master Excel's essential commands.

Level required

No knowledge of Excel is necessary. The user just needs to be acquainted with using the keyboard and mouse.

Estimated time to complete the essential modules

09h 42min
(the video sequences last 2 to 5 minutes, on average)

Course content

► The essential modules

Excel (2024 and Microsoft 365 versions) – Level 1: Essential skills



MEDIAplus
eLearning

This module offers interactive training consisting of 45 training videos and 45 exercises.

Get started in Excel


- Opening a workbook
- Overview of the environment
- Moving around a workbook
- Data input
- Selecting cells
- Undoing and redoing an action
- Column width and row height
- Saving a workbook
- Editing a cell's contents
- Creating a new workbook

Set out your first Excel calculations

- Entering a calculation formula
- Sum and other basic functions
- Calculating a percentage
- AutoFill

<p>Look good with easy formatting</p> <ul style="list-style-type: none"> • Simple numerical formats • Applying a theme • Formatting characters • Character font and size • Aligning cell contents • Cell colour • Cell borders
<p>Print an attractive document</p> <ul style="list-style-type: none"> • Page layout • Print preview and printing • Page breaks • Print areas • Headers and footers
<p>Increase your efficiency</p> <ul style="list-style-type: none"> • Using Excel's Help • Proofreading • Find and replace • Display zoom • Inserting and deleting rows, columns and cells • Moving cells • Copying to non-adjacent cells • Format painting • Merging cells • Cell contents orientation • Cell styles • Sorting data
<p>Multiple worksheets and various views</p> <ul style="list-style-type: none"> • Managing sheets: Sheet name and tab colour • 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 (2024 and Microsoft 365 versions) – Level 2: Intermediate skills

 MEDIAplus eLearning	<p>This module offers interactive training consisting of 60 training videos and 60 exercises.</p>
	<p>Move on to more complex tables</p> <ul style="list-style-type: none"> • Displaying several lines in one cell • Absolute reference • Paste Options • 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

- Creating a chart
- Managing a chart
- Selecting chart elements
- Adding, removing and moving elements
- Formatting chart elements
- Modifying chart text elements
- Legend and plot area
- Chart printing and page layout

Create striking charts

- Editing data labels
- Chart axes
- Managing series
- Options specific to different chart types
- Managing chart templates
- Map charts
- Creating sparklines
- Managing sparklines

Illustrate your data

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

Database functionality with an Excel table


- Subtotal rows
- Creating and managing a data table
- Presenting and sorting data in a data table
- Adding calculations in a data table
- Filtering data
- Custom filters
- Filtering using slicers
- Text, date and number filters
- Removing duplicates
- Data sorting and filtering functions

See your data from a different angle: pivot tables and charts

- Creating a pivot table
- Editing a pivot table's fields and labels
- Adding calculations and managing totals in 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




Copilot for Excel Microsoft 365 - Use cases and best practices

 <p>Video</p>	<p>This module offers to view a video lasting 1h.</p>
	<p>Discover Copilot</p> <ul style="list-style-type: none"> • What is Copilot? • How to access Copilot • Copilot and data confidentiality • Copilot on the Web • Copilot in Bing • Copilot in Microsoft Edge • Copilot for Microsoft 365 • Copilot Pages <p>Copilot for Excel</p> <ul style="list-style-type: none"> • Getting started with Copilot in Excel • Creating formulas • Analysing data • Displaying data <p>Write effective prompts</p> <ul style="list-style-type: none"> • Adopting best practices • Adapting prompts to your needs • Structuring your prompts

► Complementary material

Excel (2024 and Microsoft 365 versions) – Level 3: Advanced skills

 <p>MEDIAplus eLearning</p>	<p>This module offers interactive training consisting of 37 training videos and 37 exercises.</p>
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