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Excel (2024 and Microsoft 365 versions)

From essential to advanced skills

Aim


Discover Excel (2024 and Microsoft 365 versions) and master all its features. From the essential to the advanced commands, this training programme, organised by topic, will make it possible for you to progress in all themes of the application (entering and formatting data, formula for simple and advanced calculations, charts, managing long tables, pivot tables and advanced tools...).

Target audience	Level required	Estimated time to complete the essential modules
Any user who wishes to discover or deepen their knowledge of Excel's features.	No prior knowledge of Excel is necessary. However, some use of the software may make it possible to progress faster.	12h 55min <i>(the video sequences last 2 to 5 minutes, on average)</i>

Course content

► The essential modules

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

 <p>MEDIAplus eLearning</p>	<p>This module offers interactive training consisting of 45 training videos and 45 exercises.</p>
	<p>Get started in Excel</p> <ul style="list-style-type: none"> • 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 <p>Set out your first Excel calculations</p> <ul style="list-style-type: none"> • Entering a calculation formula • Sum and other basic functions • Calculating a percentage • AutoFill

Look good with easy formatting

- Simple numerical formats
- Applying a theme
- Formatting characters
- Character font and size
- Aligning cell contents
- Cell colour
- Cell borders

Print an attractive document

- Page layout
- Print preview and printing
- Page breaks
- Print areas
- Headers and footers

Increase your efficiency

- 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

Multiple worksheets and various views

- 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

This module offers interactive training consisting of 60 training videos and 60 exercises.

Move on to more complex tables

- 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

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



MEDIAplus
eLearning

This module offers interactive training consisting of 37 training videos and 37 exercises.

Grasped the basics? Take the next step

- Converting data
- Creating a data series
- Custom views
- Comments
- Detecting errors
- Evaluating formulas
- The Watch Window

Find the right function for your calculation

- Lookup tables and functions
- Text functions
- Time calculations
- Date calculations
- Conditional arithmetic functions
- Logical functions with several conditions and responses
- Dynamic array functions
- Calculating with copied values
- Consolidation
- Financial functions
- Double entry data table

Discover unexpected features

- Creating and using templates
- Editing and deleting templates
- Goal seek
- The Solver
- Managing scenarios
- Creating a custom function
- Hyperlinks
- Creating and custom a theme
- Publishing a workbook to PDF or XPS and sending via email
- Saving to different formats: OpenOffice, LibreOffice and Google Sheets
- Importing data
- Updating and managing imported data
- Workbook properties

Share and collaborate effectively

- Protecting workbooks
- Protecting sheets and their contents
- Sharing workbooks
- Finalising workbooks

Find out more...

- Macros
- File versions and recovery



Copilot for Excel Microsoft 365 - Use cases and best practices



This module offers to view a video lasting 1h.

Discover Copilot

- 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

Copilot for Excel

- Getting started with Copilot in Excel
- Creating formulas
- Analysing data
- Displaying data

Write effective prompts

- Adopting best practices
- Adapting prompts to your needs
- Structuring your prompts