

Réf : En_EB31-730

Excel (2024 and Microsoft 365 versions)

Getting started

Aim

This course aims to provide you with the basics in order to create tables autonomously: discover the Excel spreadsheet, input data, perform easy calculations, format the table and manage the workbook. After taking the course, you will be able to easily and quickly create a basic data table.

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

3h 12min
(the video sequences last 2 to 5 minutes, on average)

Course content

► The essential modules

Excel (2024 and Microsoft 365 versions) – Table creation basics



MEDIAplus
eLearning

This module offers interactive training consisting of 27 training videos and 27 exercises.

Get started in Excel - Theme

- Opening a workbook
- Overview of the environment
- Moving around a workbook
- Data input
- Editing a cell's contents
- Using Excel's Help
- Display zoom

Copying and moving, clearing - Theme

- Selecting cells
- Undoing and redoing an action
- AutoFill
- Moving cells
- Copying to non-adjacent cells

Set out your first Excel calculations - Theme

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

- Cell ranges in functions

Format the table - Theme

- Column width and row height
- Simple number formats
- Formatting characters
- Character font and size
- Aligning cell contents
- Inserting and deleting rows, columns and cells

Managing and printing the workbook - Theme

- Saving a workbook
- Page layout
- Print preview and printing
- Creating a new workbook

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

