

Réf : En_EB31-733

Excel (2024 and Microsoft 365 versions)

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

1 h 25
(the video sequences last 2 to 5 minutes, on average)

Course content

► The essential modules

Excel (2024 and Microsoft 365 versions) – Collaborative work



MEDIAplus
eLearning

This module offers interactive training consisting of 4 training videos and 4 exercises.

Protect your data - Theme

- Protecting workbooks
- Protecting sheets and their contents

Share your data - Theme

- Sharing a workbook
- Finalising a workbook

Excel (2024 and Microsoft 365 versions) – Optimising data



MEDIAplus
eLearning

This module offers interactive training consisting of 13 training videos and 13 exercises.

Grasped the basics? Take the next step - Theme

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

Import / export - 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

► Complementary material

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



MEDIAplus
eLearning

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