Getting Started with Excel

Hands-on course of 3 days - 21h
Ref.: ECM - Price 2024: CHF1 300 (excl. taxes)

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Know and customize the work interface

Use input, copy, and move functions in a workbook's cells.

Add formulas that address other cells

Format a spreadsheet's cells, share it and print it

Use basic Excel functions

Format, present, sort, and analyze data

TEACHING METHODS

Active learning based on discussions, real-world cases, practice exercises if taking the TOSA® certification exam, and an evaluation of what was learned from the training.

Discussions, experience-sharing, demonstrations, tutorials, and real cases to help you throughout the training.

CERTIFICATION
If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam is proctored by the instructor and is carried out online during the last half-hour of the course. If taking place in a remote classroom, the exam must be both scheduled and then taken online within 4 weeks following the start of your session.

THE PROGRAMME

last updated: 05/2020

1) Getting started with the work interface
- File menu (Backstage).
- How the ribbon and tabs are organized.
- Using the Smart Lookup feature.
Hands-on work : Creating and saving a workbook.

2) Creating and presenting a spreadsheet
- Basic rules and best practices.
- Customizing cell layouts and formats.
- Options for presenting a spreadsheet.
- Paste Special and AutoFill.
- Using AutoFill functions.
Hands-on work : Designing spreadsheets.

3) Formulas
- Computing formulas, relative and absolute addressing.

- Calculating percentages and dates.
- Using formulas to link sheets.
- Audit mode.
Hands-on work : Using calculation tools.

4) Print settings
- Laying out and changing display modes.
- Managing page headers and footers.
- Inserting page breaks, repeating titles, and preparing the print area.
Hands-on work : Defining layout options to prepare the workbook for printing.

5) Manage tabs and workbooks
- Organizing sheets and sharing them.
- Working via OneDrive or Excel Online.
- Exchanging information with Word or PowerPoint.
Hands-on work : Hands-on work

6) Working with multiple tabs or workbooks.
- Defining, creating a drop-down list. Using the new "table" tools.
- Entering data, using a drop-down list, incorporating formulas.
- Using outside data.
Hands-on work : Managing drop-down lists.

7) Using the "table" tools.
- Entering data, using drop-down lists, incorporating formulas.
- Managing sorts and subtotals, using filters.
- Deleting duplicates.
- Pivot tables.
Hands-on work : Managing drop-down lists.

8) Using and analyzing data
- Using the Data Analysis tag.
- Sorting, doing subtotals, and using filters.
Hands-on work : Managing large volumes of data.

DATES

REMOTE CLASS
2024 : 23 Sep, 04 Nov