

# 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.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## 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**

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REMOTE CLASS

2024 : 23 Sep, 04 Nov