

# TOSA® Excel - Getting Started: Certification

## Version 2016/2013/2010

Hands-on course of 3 days - 21h  
Ref.: EXT - Price 2024: CHF1 350 (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
- Using basic Excel functions
- Format, present, sort, and analyze data
- Certify your skills with TOSA®

### TEACHING METHODS

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

### HANDS-ON WORK

Hands-on and practice exercises to prepare you to take the TOSA® certification exam.

### CERTIFICATION

Information needed to register for TOSA® certification is collected at the start of the training session. The exam is proctored by the instructor and is carried out online during the last hour of the course. When carried out remotely, a special system is used for monitoring. Certification is in the form 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.

### 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: 06/2022

### 1) Getting started with the Excel interface

- File menu (Backstage).
- How the ribbon and contextual tabs are organized.
- Using the Smart Lookup feature.

*Hands-on work* : Overview of the TOSA® test, and head count of participants when going around the room. Creating and saving a workbook.

### 2) Creating and presenting a spreadsheet

- Basic rules and best practices for Excel.
- 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.
- Paste Special: With values, transposing, performing an operation, etc.

*Hands-on work : Working with multiple tabs or workbooks.*

#### 6) Creating a data list

- Managing drop-down lists.
- Using the "table" tools.
- Entering data, using drop-down lists, incorporating formulas.

*Hands-on work : Managing drop-down lists.*

#### 7) Using and analyzing data

- Using the Data Analysis tag.
- Sorting, doing subtotals, and using filters.
- Basics of pivot tables.
- Managing large volumes of data.

*Hands-on work : Preparing a database for use.*

#### 8) Creating charts

- Choosing a chart type based on the data.
- Customizing a chart, using result filters.
- Saving a template.
- Quick presentation tools.

*Hands-on work : Creating charts. Certify your skills with TOSA®*

## DATES

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REMOTE CLASS

2024 : 18 Sep, 06 Nov