



Excel – Becoming more efficient

Description

In today's professional world, Microsoft Excel stands as an essential tool. However, many users exploit only a fraction of its potential. This half-day Excel training allows you to take a decisive step in mastering the spreadsheet.

Optimize your productivity with Excel

Are you wasting time repeating the same tasks? Are you looking to structure your data more efficiently? This Excel course provides concrete and immediately applicable solutions. In just a few hours, you discover techniques that transform the way you work.

Our teaching approach focuses on the essentials. Thus, you learn to manage your spreadsheets with ease. Moreover, you master inserting charts to enhance your data. Finally, you perfect the layout for professional printing.

Course Content

Module 1: Managing the environment

- The keyboard shortcuts
- The fill-in handle and data series
- Special pasting and its options
- Working in a group of worksheets
- The file formats
- The different display modes
- Data protection

Module 2: Graphic objects

- Inserting a graph
- Inserting a screenshot
- Inserting a background

Module 3: Layout of an Excel spreadsheet

- Laying out a document using the available options

- Managing headers and footers
- Modifying the margins and orientation of a workbook
- Managing page breaks

Lab / Exercises

- This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

Documentation

- Digital course material included

Participant profiles

- Administrative assistants and secretaries
- Accountants and management controllers
- Project managers and coordinators
- Analysts and team leaders
- Anyone using Excel regularly

Prerequisites

- Basic knowledge of Excel

Objectives

- Use keyboard shortcuts to speed up work
- Master the fill handle and data series
- Leverage paste special and its advanced options
- Efficiently manage a group of sheets
- Create and customize simple charts
- Configure page layout for printing
- Protect sensitive data in workbooks

Description

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Niveau

Intermédiaire

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOE-11