



Excel – Becoming more efficient

Description

This Excel course will give participants the knowledge to work more quickly and efficiently in Excel. In particular, they will become familiar with different ways of copying data, working with grouped worksheets and adding visual elements.

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

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- End users who want to save time in creating their Excel spreadsheets

Prerequisites

- Basic knowledge of Excel

Objectives

- Manage their worksheets efficiently
- Insert a simple chart
- Master the layout of their spreadsheets for printing

Niveau

Intermédiaire

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOE-11