

EXE-101

Become familiar with the essential features of Excel



Objectives

With this training, you will be able to:

- Master the Excel work environment
- Use quick methods for data entry
- Know how to move quickly through a table
- Manipulate your rows and columns efficiently (insert, delete, show, hide, width and height)

Practical information

Duration	3 hours
Level	Beginner
Number of participants	7 participants
Languages available	English - French

Prerequisites

General knowledge of the Windows environment

Target audience

Managers, administrative staff, and new Excel users

Content

1-Know how to use the interface

- Display accelerator keys
- Share command

2-Help

- Use the *Search* bar
- Classic help

3-Spreadsheets

- Defining a sheet
- Status bar
- Activate, rename a sheet
- Grouping worksheets
- Selection (cells, cell range, columns and rows, entire sheet)
- Using columns and rows (size, insertion, deletion)

4- Enter and modify different types of data

- Text, numbers, dates, etc.
- AutoComplete function
- Use the drop-down list of choices
- Output an incremented listing
- Change data
- Look for/replace data
- Use the Convert tool to fix malformed data

5- Views

- Arrange all
- Synchronous scrolling
- Freeze Panes

6- Managing workbooks

- File formats
- New, open, save, save as / save a copy
- Save a document (standard, with macro, binary, old version, PDF, export)
- Create, rename a workbook, create a folder
- Closing a workbook, Closing Excel

Included with your training



Complete manual with
step-by-step explanations



Exercise worksheets
seen in class



Training
Certificate



Recognition Badge that you can
share on your LinkedIn page



Post-training follow-up
offered for 6 months