Excel: Building Your Skills
version 2016/2013/2010
remote TOSA® certification optional

Hands-on course of 1 day - 7h
Ref.: LMX - Price 2024: €450 (excl. taxes)

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Consolidate your initial knowledge of Excel.

Master essential shortcuts

Use calculation formulas and functions

Analyze data and understand pivot tables

TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

HANDS-ON WORK
Discussions, experience-sharing, demonstrations, tutorials, and real cases.

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 must be both scheduled and then taken online within 4 weeks following the start of your session.

THE PROGRAMME

last updated: 06/2022

1) Effectively using shortcuts and essential commands
- Mastering best practices and shortcuts: Avoid dead ends.
- Knowing fast, effective, useful commands.
Hands-on work : Learn about and register for the TOSA® certification option. Discovering and applying useful shortcuts and best practices of use.

2) Designing an Excel table
- Designing a simple table and laying it out.
- Mastering the features of a structured table.
- Presenting a data list.
- Identifying the pros and cons of a structured table and a data list. Selection criteria.
- Presenting and printing a table, a list.
- Using Excel themes and styles.
Hands-on work : Creating and laying out a table. Designing filters and data lists. Applying formulas and functions.

3) Mastering calculation formulas and functions
- Building your knowledge of simple operations: + - * / operators.
- Mastering formulas with parentheses and percentages.

- Using the $ character in formulas.
- Paste link or paste values.
- Copy and paste: Understanding how to copy formulas.
- Discovering calculation functions: Common statistics (AVERAGE, COUNT, or COUNTA).
- Creating calculation formulas in common management tables.

Hands-on work : Creating and editing computing formulas. Observations of differences in results.

4) Analyzing data
- Getting to know pivot tables: Creating, updating, and formatting them.
- Understanding and using report filters.
- Choosing analysis fields and values.
- Editing value field parameters. Choosing types of calculations.
- Managing row and column labels.
- Understanding the principle of data analysis in pivot tables.
- Formating: The "Format as Table" command.
- Online option: Schedule and take the TOSA® exam within 4 weeks.

Hands-on work : Creating pivot tables and analyzing data.

DATES

REMOTE CLASS
2025 : 24 Mar, 18 Jun, 22 Sep, 15
Dec