

Excel - Creating a simple and professional document

Duration: 1 day

Audience: Pour tous

Who is this training for?

For everyone

Training objectives

Acquire essential knowledge to create simple tables with Excel

Summary

Gain essential knowledge to make simple tables with Excel. This training will allow you to master the Excel interface, open and manipulate workbooks, create and enter data, manipulate columns and rows, apply formatting and layout for printing.

Course outline

Chapter 1 - Identify the elements of the interface

- Identify the components of the environment
- Identify the elements specific to Excel
- Access the commands
- Get help
- The File tab and Backstage view mode
- The Start screen, templates, navigation, cloud

Chapter 2 - Open and manipulate a workbook

- Open a workbook
- Adapt the display to the screen as needed
- Move around a sheet
- Select cells
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Freeze

Chapter 3 - Creating a Workbook and Entering Data

- Creating and Saving a Workbook
- Recognizing Data Types
- Entering Data into a Worksheet
- Using the Fill Handle to Enter Data Sets
- Saving a Workbook
- Closing a Workbook and Exiting Excel
- Undoing or Redoing Last Operations
- The Cloud and Models, The choice of sharing, instant filling.

Chapter 4 - Manipulating Columns, Rows, or Cells

- Changing the Size of Columns and Rows
- Inserting Columns and Rows
- Deleting Columns and Rows
- Hiding Columns and Rows

Chapter 5 - Manipulating Data

- Copying and Moving Data
- Searching or Replacing Data

Chapter 6 - Formatting Cells

- Applying Formats to Set the Font
- Align, Merge Cells, and Apply Indents
- Set Numeric Formats
- Apply Borders and Fill Color
- Manipulate Formats
- Quick Analysis and Conditional Formatting

Chapter 7 - Layout and Print Workbook Data

- Determine Display Mode
- Set Page Layout
- Insert Page Breaks
- Set a Print Area
- View Page Breaks and Print Areas
- Print Descriptive Titles
- Use Scaling and Print Options
- Print Spreadsheets

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User or equivalent content

Recommendations

- Have a basic command of the Windows environment (file management, folders, copy and paste)
- Understand the simple notions of calculation (addition, percentage, average)
- Be comfortable with reading and structuring data (simple tables)
- Know the basics of logic (organize information, follow a sequence of actions)