

# EXCEL

## LEVEL BASICS 2



**Duration:** one day

**Prerequisites:**

- Knowledge of the Windows environment.
- Have completed the Beginner 1 course or have equivalent knowledge.
- Have access to a computer and to Microsoft Excel (2013, 2016 or OFFICE 365 versions).

**Certificate :** yes

**Educational resources:**

- Online training
- Demonstration
- Training support included

**Skills acquired at the end of the training:**

- Master the basics of the Excel environment.

## PROGRAMME

### EXCEL ENVIRONMENT

- Create PDF
- Share a workbook and/or a sheet

### SEARCH FOR DATA

- Search in a sheet, workbook and formulas
- Find and replace

### DATE STYLE AND FORMATTING

- Open cell format cells box for more functions: Font, alignment and number settings
- Format as table
- Cell styles

### FORMULA

- Simple statistics: average, minimum, maximum and count
- Absolute and relative references
- Date: today, now

### NOTES

- Insert, edit, modify and delete a note
- Print a note

### PAGE LAYOUT

- Set up printing of a large table
- Print area and page break
- Print titles

### VIEW

- Freeze panes
- Normal view, formatting and preview of page breaks
- Hide/Show rows, columns or a sheet

### EXPORTING DATA

- Create a table or chart and copy them into a WORD document with or without a link

### MANAGING A DATA LIST

- Sorting data
- Simple data extraction: (Numerical, chronological and textual filters)

### QUESTIONS/ANSWERS

