Course : Excel, introduction

Version 2016/2013/2010
Practical course - 1d - 7h00 - Ref. DXA
Price : 460 CHF E.T.

★★★★⯪   **4,7 / 5**

BEST

This course introduces you to the essential features of Excel. By the end of the course, you'll know how to build a simple table, organize it properly and print it.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Getting to grips with the Excel interface
- ✓ Design a table and perform simple calculations
- ✓ Formatting a table for added value
- ✓ Use filters and create drop-down lists
- ✓ Set print settings and print a table
- ✓ Managing tabs and worksheets

Intended audience
All audiences.

Prerequisites
Basic knowledge of how to use a Windows-type work environment.

Practical details

Hands-on work
Discussions, experience sharing, demonstrations, tutorials and case studies.

Teaching methods
Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

Course schedule

PARTICIPANTS
All audiences.

PREREQUISITES
Basic knowledge of how to use a Windows-type work environment.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES
● The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
● At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
● A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Get to grips with the interface and create a table

- Software presentation.
- The Excel interface, file menu and ribbon.
- Excel vocabulary.
- Moving around in a binder.
- Selecting a work area.
- Entering information in a cell.
- Things to remember: essential shortcuts.

Demonstration
Navigate the interface and create a table.

2 Master simple formulas and functions

- Perform basic operations (addition, subtraction, multiplication, etc.).
- The first calculation functions.
- Copy a calculation formula.

Hands-on work
Create simple calculation formulas.

3 Table formatting and print settings

- Title positioning.
- Insert, delete and modify rows and columns (width and height).
- Cell layout (font, number, frames, alignments).
- Filter tools. Data list management. Creating a drop-down list.
- Print configuration.
- Using layout options.
- Select the area to be printed.

Hands-on work
Format a table and set printing parameters. Set up a filter and create a drop-down list.

4 Managing workbook sheets

- Create, rename and delete sheets in a workbook.
- Moving and copying sheets in a binder.

Hands-on work
Create, rename, move, delete and copy sheets in a workbook.

Dates and locations

REMOTE CLASS
2026 : 29 May, 31 July, 2 Oct., 27 Nov.