

Course : Excel Microsoft 365, getting started

Practical course - 3d - 21h00 - Ref. EPM

Price : 1350 CHF E.T.

★★★★☆ 4,8 / 5

This training course will teach you the essential features of Microsoft 365 Excel. You'll learn how to create, present and share tables in the cloud. You'll learn about formulas, charts and advanced data analysis techniques specific to Microsoft 365.

Teaching objectives

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

- ✓ Get to grips with Microsoft 365's modern working interface
- ✓ Create and present a calculation table
- ✓ Designing intelligent formulas with AI support
- ✓ Manage tabs, workbooks and collaboration in real time
- ✓ Use, analyze and graph data

Intended audience

Anyone wishing to master the basics of Microsoft 365 Excel.

Prerequisites

No special knowledge

Practical details

Hands-on work

Discussions, experience-sharing, demonstrations, tutorials and case studies to train you throughout the course.

Teaching methods

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

Course schedule

PARTICIPANTS

Anyone wishing to master the basics of Microsoft 365 Excel.

PREREQUISITES

No special knowledge

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 Designing a calculation table

- Getting to grips with the Microsoft 365 work interface
- Best practices for creating a table
- Enter, modify and delete data
- Identify and format different data: numbers, dates, text...
- Create formulas with AI assistance
- Using Microsoft 365 connected data types
- Make the most of intelligent formatting suggestions

Hands-on work

Create correctly presented spreadsheets

2 Entering and using formulas

- Mastering parentheses and operator priorities
- Dynamic matrix formulas with automatic propagation
- Use the AI-powered Formulas wizard
- Set up common functions (SUM, AVERAGE, NB, IF...)
- Discover the new Microsoft 365 features
- Calculating percentages

3 Managing tabs and folders

- Insert, copy, move, rename sheets
- Set up linking formulas between sheets
- Exchange information with Word or PowerPoint in real time
- Collaborate simultaneously with several people on the same workbook
- Using modern comments and @mentions
- Track version history

Hands-on work

Work collaboratively on multiple tabs and workbooks.

4 Create a data table

- Create and format a data table
- Sort and filter data with intelligent filters
- Real-time update synchronization for all users
- Advanced conditional formatting

Hands-on work

Organize and analyze data.

5 Exploiting and analyzing data

- Understand the principles of modern data analysis
- Create a pivot table with IA suggestions
- Updating and formatting a DCT
- Using chronological segments
- Exploiting pivot graphs
- Exploring analysis perspectives with AI

Hands-on work

Mastering pivot tables

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

6 Graphical representation of data

- Select a graph according to the data to be illustrated
- Use smart graphics suggestions
- Create graphs: histograms, curves, sectors, maps...
- Customize your graphics: colors, title, legend, axes, scale...
- Enhance your presentations with illustrations and modern drawing tools

Hands-on work

Create powerful data visualizations.

Dates and locations

REMOTE CLASS

2026 : 24 June, 28 Sep., 9 Dec.