

Course : Excel and PowerPoint, business essentials

Practical course - 2d - 14h00 - Ref. XCP

Price : 1500 CHF E.T.

★★★★☆ 4,3 / 5

This training course will enable you to master the essential functionalities of Excel and PowerPoint to support your sales activity. You'll be able to build your own reporting and activity management tools, and enhance the presentation of your offers and results.

Teaching objectives

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

- ✓ Save time, increase comfort and boost productivity
- ✓ Build dashboards to monitor and control business activity
- ✓ Design analysis and decision-making tools
- ✓ Communicate well and quickly with attractive presentations
- ✓ Create striking, original animated visuals for video projection

Intended audience

Sales reps, sales assistants and anyone who wants to build management tools and present their business in an attractive way.

Prerequisites

Basic knowledge of Excel and PowerPoint.

Course schedule

1 Handling data in Excel

- Best practices and shortcuts.
- Import external data.
- Simple and advanced sorting and filtering.
- Data range vs. table.

Exercise

Table formatting.

PARTICIPANTS

Sales reps, sales assistants and anyone who wants to build management tools and present their business in an attractive way.

PREREQUISITES

Basic knowledge of Excel and PowerPoint.

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.

2 Enriching data with formulas

- Basic formulas: sum(), mean(), median(), max(), min() and if ().
- Formulas with parentheses and percentages.
- When and why use the "\$" character?

Exercise

Create calculation formulas.

3 Making the most of your figures

- Customized formats.
- Conditional formatting.
- Generate readable, powerful graphics.

Exercise

Apply different custom formats and conditional formatting.

4 Analyze and anticipate with pivot tables

- Control all parameters with 3 dialog boxes.
- Summarize: number, average, sum, max, min...
- Add ratios, deviations, %, totals...
- Sort, filter and group row and column labels.

Exercise

Design pivot tables.

5 Golden rules for a successful PowerPoint presentation

- Identify the core message, the objective and the audience.
- Create catchphrases and synthetic formulas.
- Choose between text, table, graph or drawing.
- Save in the appropriate format: template, Web, PDF...

6 Standardize your presentations with the mask

- Use multiple masks and create masks.
- Add and manage reserved spaces.
- Create custom layout pages.

Exercise

Create a new presentation or mask. Insert an image.

7 Developing interactivity

- Establish links with Excel and Word.
- Make animation dynamic.
- Create a dynamic table of contents.
- Insert e-mail and Web links.

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.

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.

8 Energize and control your message

- Add value to your content: photo, video, diagram...
- Apply effects to text.
- Add transition effects to slides.
- Master presenter mode.

Exercise

Layout a presentation. Animate objects and transitions. Projecting a slideshow.

Dates and locations

REMOTE CLASS

2026 : 18 June, 29 Oct.