

# Excel 2021 / 2019 / 2016 e-learning channel

*Practical course - 2d - 13h10 - Ref. 8XL*

*Price : 290 € E.T.*

NEW

Excel est bien plus qu'un simple tableur, c'est un véritable allié dans votre parcours professionnel. Vous souhaitez explorer ses fonctionnalités avancées, comprendre comment elles peuvent simplifier et même révolutionner votre approche du travail au quotidien ? Cette chaîne spécialisée sur l'utilisation du logiciel Excel vous permettra d'en saisir tous les aspects. Du tableur simple, aux fonctionnalités avancées, vous apprendrez à manipuler Excel pour répondre à tous vos besoins. Au début de votre formation, vous serez amené à sélectionner la version d'Excel de votre choix (2021/2019/2016).



## Teaching objectives

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

- ✓ Use Excel spreadsheet software and its basic functions.
- ✓ Generate tables, perform calculations and use formulas.
- ✓ Master advanced functionalities (pivot tables, advanced tools).
- ✓ Manage and modify data.

## Intended audience

Anyone wishing to discover or revise the basics of Excel and tackle advanced functions and pivot tables.

## Prerequisites

Basic knowledge of the Windows environment.

## PARTICIPANTS

Anyone wishing to discover or revise the basics of Excel and tackle advanced functions and pivot tables.

## PREREQUISITES

Basic knowledge of the Windows 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.

## Practical details

### Digital activities

The Office structure: Cloud-based software installation, recorded courses, expert videos and best practice sharing.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

## Course schedule

### 1 Excel, from basics to advanced (2021/2019/2016)

- Getting off to a good start.
- Discover Excel and complete a table.
- Perform initial calculations.
- Present data.
- Print and layout binders.
- Use Excel help.
- Manage sheets and tabs.
- Evolve towards more complex tables.
- Present figures on graphs.
- Enhance graphics presentation.
- Embellish paintings.
- Use tables of data lists.
- Create and use pivot tables and charts.
- Improve efficiency.
- Use advanced calculation functions.
- Discover unsuspected functionalities.
- Share in total security.
- Find out more.
- Discover use cases with a Microsoft 365 subscription. (Excel 2021/2019)
- Excel use case: implementing quality control. (Excel 2021/2019)
- Excel use case: analyze library use. (Excel 2021/2019)
- Excel use case: budget tracking. (Excel 2021/2019)
- Excel use case: solve a cost minimization problem. (Excel 2021/2019)

## Options

Certification : 100€ HT

### 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.