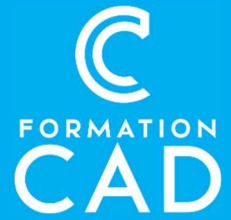


# EXCEL

## LEVEL BEGINNER 1



**Duration:** one day

**Prerequisites:**

- Knowledge of the Windows environment.
- 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.
- Be able to create spreadsheets using the main tools.
- Use simple formulas.

## PROGRAMME

### EXCEL ENVIRONMENT

- Know and understand the usefulness of an Excel table
- Create and modify data
- Use a custom list
- Create a series of numbers or dates or texts
- Personalize the Quick Access toolbar and add more commands
- customize the status bar

### SELECTION

- Selection effectively: rows, columns, sheets
- Use touch keyboard: CTRL, SHIFT, ALT

### CELLS

- Insert: rows, columns, sheets
- Delete: rows, columns, sheets
- Cell size: row height and column width
- Rename sheet
- Move or copy a sheet

### DATE STYLE AND FORMATTING

- Font, alignment, number, cell
- Border and data filling
- Format painter
- Cell styles

### FORMULAS

- Simple formula: addition, subtraction, multiplication, and division
- Function SUM
- Copy a formula

### VIEW

- Workbook views
- Sheet options: Formula bar, gridlines, headings

### LAYOUT

- Print preview
- Page setup

### QUESTIONS/ANSWERS