EXCEL
LEVEL BEGINNER 2

FORMATION
CAD

Duration: one day

Prerequisites:

- Knowledge of the Windows environment.

- Have completed the Beginner 1 course or have equivalent knowledge.

- 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.

PROGRAMME

EXCEL ENVIRONMENT

– Create PDF

– Share a workbook and/or a sheet

SEARCH FOR DATA

– Search in a sheet, workbook and formulas

– Find and replace

DATE STYLE AND FORMATTING

– Open cell format cells box for more functions: Font, alignment and number settings

– Format as table

– Cell styles

FORMULA

– Simple statistics: average, minimum, maximum and count

– Absolute and relative references

– Date: today, now

NOTES

– Insert, edit, modify and delete a note

– Print a note

PAGE LAYOUT

– Set up printing of a large table

– Print area and page break

– Print titles

VIEW

– Freeze panes

– Normal view, formatting and preview of page breaks

– Hide/Show rows, columns or a sheet

EXPORTING DATA

– Create a table or chart and copy them into a WORD document with or without a link

MANAGING A DATA LIST

– Sorting data

– Simple data extraction: (Numerical, chronological and textual filters)

QUESTIONS/ANSWERS