

# Getting Started with Excel 2019

## TOSA® certification optional

Hands-on course of 3 days - 21h

Ref.: DXC - Price 2024: €1 170 (excl. taxes)

### EDUCATIONAL OBJECTIVES

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

- Get started with the work interface
- Create and present a spreadsheet
- Design formulas
- Manage tabs and workbooks
- Using, analyzing, and charting data

### TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

### HANDS-ON WORK

Discussions, experience-sharing, demonstrations, tutorials, and real cases to help you throughout the training.

### CERTIFICATION

If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam is proctored by the instructor and is carried out online during the last half-hour of the course. If taking place in a remote classroom, the exam must be both scheduled and then taken online within 4 weeks following the start of your session.

### 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.

### 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.

## THE PROGRAMME

last updated: 06/2022

### 1) Get started with the work interface

- The interface and how it opens the door to collaborative work (translation, sharing, etc.).
- Customizing commands and the Black Office theme.

*Hands-on work* : Learn about and register for the AVIT® certification option. Working with and customizing your interface.

### 2) Designing a spreadsheet

- Best practices for creating a spreadsheet.
- Entering, editing, and deleting data.
- Different data formats: Numbers, dates, text, etc.
- Creating formulas and presenting a spreadsheet.
- Layout, un-highlighting a selection, and printing.
- Working with writing tools: Ink equations, etc.

*Exercise* : Creating spreadsheets.

### 3) Entering formulas

- How to use parentheses.
- Principles of absolute addressing and copying formulas (\$).
- Using common functions (SUM, NB, CONCAT, IF, etc.).
- Calculating percentages.

*Hands-on work : Using calculation tools.*

### 4) Managing tabs and workbooks

- Inserting, copying, moving, renaming sheets.
- Setting up link formulas between sheets.
- Exchanging information with Word or PowerPoint.
- Working collaboratively.
- Editing a workbook via a browser.
- Sharing links, files, websites, and workbooks.
- Working in the Cloud: The limits of Excel Online.

*Hands-on work : Working with multiple tabs and workbooks.*

### 5) Creating a data table

- Creating and formatting a data table.
- Managing large tables.
- Sorting, filtering, and deleting duplicate entries.
- Data validation.
- Conditional formatting.

*Hands-on work : Organizing data.*

### 6) Using and analyzing data

- Quickly creating a pivot table with the Quick Analysis button.
- Principle of data analysis.
- Creating, updating, and formatting a pivot table.
- Choosing subjects to analyze and values to summarize.

*Hands-on work : Practicing pivot tables.*

### 7) Charting data

- Creating charts: Curve, pie, sparkline, 2D maps, funnel, etc.
- Selecting a chart based on what data you want to portray.
- Customizing your charts: Colors, scale, etc.
- Using SmartArts and timelines.
- Spicing up your presentations (SVG, shapes, 3D models) and using drawing tools.
- Online option: Schedule and take the AVIT® exam within 4 weeks.

*Hands-on work : Creating charts.*

## DATES

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### REMOTE CLASS

2024 : 26 Jun, 25 Sep, 16 Dec