

# Excel: Building Your Skills

## version 2016/2013/2010

### remote TOSA® certification optional

Hands-on course of 1 day - 7h  
Ref.: LMX - Price 2024: CHF500 (excl. taxes)

#### EDUCATIONAL OBJECTIVES

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

- Consolidate your initial knowledge of Excel.
- Master essential shortcuts
- Use calculation formulas and functions
- Analyze data and understand pivot tables

#### 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.

#### 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 must be both scheduled and then taken online within 4 weeks following the start of your session.

## THE PROGRAMME

last updated: 06/2022

### 1) Effectively using shortcuts and essential commands

- Mastering best practices and shortcuts: Avoid dead ends.
- Knowing fast, effective, useful commands.

*Hands-on work* : Learn about and register for the TOSA® certification option. Discovering and applying useful shortcuts and best practices of use.

### 2) Designing an Excel table

- Designing a simple table and laying it out.
- Mastering the features of a structured table.
- Presenting a data list.
- Identifying the pros and cons of a structured table and a data list. Selection criteria.
- Presenting and printing a table, a list.
- Using Excel themes and styles.

*Hands-on work* : Creating and laying out a table. Designing filters and data lists. Applying formulas and functions.

### 3) Mastering calculation formulas and functions

- Building your knowledge of simple operations: + - \* / operators.
- Mastering formulas with parentheses and percentages.

#### 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.

- Using the \$ character in formulas.
- Paste link or paste values.
- Copy and paste: Understanding how to copy formulas.
- Discovering calculation functions: Common statistics (AVERAGE, COUNT, or COUNTA).
- Creating calculation formulas in common management tables.

*Hands-on work : Creating and editing computing formulas. Observations of differences in results.*

#### 4) Analyzing data

- Getting to know pivot tables: Creating, updating, and formatting them.
- Understanding and using report filters.
- Choosing analysis fields and values.
- Editing value field parameters. Choosing types of calculations.
- Managing row and column labels.
- Understanding the principle of data analysis in pivot tables.
- Formatting: The "Format as Table" command.
- Online option: Schedule and take the TOSA® exam within 4 weeks.

*Hands-on work : Creating pivot tables and analyzing data.*

## DATES

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### REMOTE CLASS

2024 : 21 Jun, 27 Sep, 22 Nov