

EL440

OFFICE SUITE

NEW COURSE

Excel 2016 : Essentials skills - Online training

 New course**DURATION**
9 HOURS**REGULAR FEE**
175 \$

Objectives

Discover Excel, master data entry and formula, determine the format and layout of your tables and charts. You will learn how to manage long tables by filtering and sorting and you will be able to synthesize data using pivot tables.

Targeted audience

Any beginners or users with basic knowledge who wish to master Excel's essential commands.

Prerequisite

None.

Content

- Get started in Excel
- Set out your first Excel calculations
- Look good with easy formatting
- Print an attractive document
- Increase your efficiency
- Multiple worksheets and various views
- Move on to more complex tables
- Let charts explain your data
- Create striking charts
- Illustrate your data
- Database functionality with an Excel table
- See your data from a different angle: pivot tables and charts

General Note

The peculiarity of this online training consists of real training in the software. To enjoy this asset, after connecting to the portal, the identified user is directed to the solution MEDIAplus eLearning in the Cloud. A virtual machine will open on the user's desktop.

NO SETUP is required on the user's computer. Supported operating systems: Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP, SP3, Mac OS X 10.6 or higher. Supported browsers: recent versions of Internet Explorer (10 and 11), Edge, Chrome, Firefox, Safari. Please note that compatibility with tablets or mobiles is not assured for Office Suite' online training courses.

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