

The Essentials of MS Excel for Managers

 Laboratory course

DURATION
1 DAY

REGULAR FEE
350 \$

PREFERENTIAL FEE
300 \$

Objectives

To provide the knowledge and skills required to make use of the key features of Excel in order to increase daily productivity and autonomy.

Targeted audience

Managers.

Prerequisite

Basic knowledge of Excel.

Content

- Essential keyboard shortcuts
- Organizing data in order to work efficiently with Excel
- Setting up pages efficiently: using the fill handle, and special cut and paste techniques
- The various addressing modes: A1, \$A\$1, \$A1 and A\$1
- Essential features
- Automating layout: custom formats and conditional formatting
- Cross-sheet and cross-file formulas
- Creating graphics
- Updating multiple tabs simultaneously
- Choosing a good analysis tool: pivot tables, filters and subtotals
- Using scenarios
- Input control: protection and validation of information

General Note

Note: The course is given using Excel 2019 and 2016, but the features described are available in Excel 2007–2013 as well. The version of the course given with Excel 2003 is available upon request.

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Select the training date*

Virtual Classroom	May 22 2020
Montreal	September 2 2020
Gatineau	September 21 2020
Montreal	September 29 2020
Quebec City	October 16 2020
Montreal	October 29 2020
Montreal	November 23 2020

Accreditation and partner associations



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6 PDU