

Excel - Word - PowerPoint Training Catalog

(Duration: 3 hours per module)

Last edited on Feb 18, 2025

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Société à Responsabilité Limitée au capital social de 12.500,- EUR

R.C.S. Luxembourg B 176169 | Autorisation: 10035000/0

N° TVA: 2013 2410 853 | N° IBLC: LU26042915

Excel - The Essentials

Duration

- 3 hours

Language

- FR, EN

Goals

- Easily navigate the Excel interface
- Be able to manipulate worksheets
- Be able to manipulate rows, columns, and cells
- Be able to enter data and format cells

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later

Educational content

- Navigate the interface (Ribbon, formula bar, status bar, views and zoom)
- Manipulate worksheets (create, move, copy, delete, color, hide)
- Manipulate rows and columns (resize, insert, move, delete, hide)
- Manipulate cells (select, move, copy, delete)
- Enter data row by row and column by column
- Format cells (font, borders, fill color, alignment)
- Explore number formats (currency, percentage, thousands separator, decimal)

Excel - Data Lists

Duration

- 3 hours

Language

- FR, EN

Goals

- Know data types and formats
- Be able to create a data list
- Be able to sort and filter a list of data
- Be able to convert a list of data into a table
- Be able to apply conditional formatting

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Excel – The essentials” module or have similar skills

Educational content

- Understand the different data types and formats
- Increment data and use Flash Fill
- Create a data list manually
- Prepare a data list for further analysis
- Sort a list of data
- Filter a list of data
- Put a list of data in table form
- Apply conditional formatting

Excel - Simple Charts

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to create simple charts (bar, line, pie)
- Be able to change the appearance of a chart
- Be able to print a chart and save it as an image
- Be able to create and customize Sparkline charts

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Excel – The essentials” module or have similar skills

Educational content

- Explore different chart types
- Create a bar chart
- Customize charts
- Duplicate, copy and move a chart
- Create line and pie charts
- Print a chart and save it as an image
- Create and customize Sparkline charts

Excel - Advanced Charts

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to create more elaborate graphs

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Excel – Simple charts” module or have similar skills

Educational content

- Create combo charts
- Create radar charts
- Create scatter charts
- Create and customize a trendline
- Create waterfall and funnel charts
- Create pie of pie and bar of pie charts
- Dynamically format column & bar charts (based on formulas)

Excel - Simple Formulas

Duration

- 3 hours

Language

- FR, EN

Goals

- Understand the notion of relative, absolute and mixed reference
- Be able to use simple Excel formulas and functions

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Excel – The essentials” module or have similar skills

Educational content

- Tame the formula bar
- Perform arithmetic operations (addition, subtraction, division and multiplication)
- Identify the order of arithmetic operations
- Exploit the notions of relative, absolute and mixed reference
- Use automatic calculations (sum, average, figure, etc.)
- Use simple statistical functions (sum, average, number, minimum, maximum)
- Perform arithmetic calculations on dates and times
- Use simple date and time functions: TODAY, NOW
- Concatenate text: &, CONCAT, TEXTJOIN
- Use the IF function

Excel - Intermediate formulas

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to use names in formulas
- Be able to use Excel formulas and intermediate functions
- Be able to recognize and resolve errors in formulas

Prerequisites

- Basic Windows/Mac skills
- Basic knowledge of the Excel interface
- Basic Cell Manipulation Skills in Excel
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Excel – Simple formulas” module or have similar skills

Educational content

- Naming cells
- Use the UPPER, LOWER, LEFT, RIGHT, and PROPER NAME functions
- Use the WEEKDAY, WEEKNUM, EOMONTH, NETWORKDAYS functions
- Use nested IF functions and Boolean operators: AND, OR
- Use the functions SUMIF, AVERAGEIF, COUNTIF and their variants in IFS
- Show and remove arrows to dependent and preceding cells for a formula
- Show formulas in spreadsheets
- Recognize and resolve errors in formulas
- Track the result of one or more formulas
- Create formulas using several different sheets or workbooks

Excel - Advanced Formulas

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to use advanced Excel formulas and functions
- Be able to use formulas for conditional formatting
- Be able to use formulas for data validation
- Be able to protect formulas

Prerequisites

- Basic Windows/Mac skills
- Basic knowledge of the Excel interface
- Basic Cell Manipulation Skills in Excel
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Excel – Intermediate Formulas” module or have similar skills

Educational content

- Master the VLOOKUP, INDEX and MATCH functions
- Master the IFERROR and ISBLANK functions
- Master the SUBTOTAL and AGGREGATE functions
- Master the database analysis functions: DSUM, DAVERAGE, DCOUNT, DMAX, DMIN
- Mastering scenario analysis
- Master the calculation method
- Apply conditional formatting based on a formula
- Perform formula-based data validation
- Protect formulas

Excel - Pivot Tables & Charts

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to create and customize pivot tables
- Be able to create and customize pivot charts

Prerequisites

- Basic Windows/Mac skills
- Basic knowledge of the Excel interface
- Basic Cell Manipulation Skills in Excel
- Basic skills with data lists, formulas and functions
- Microsoft 365 subscription or Office 2021 license or later

Educational content

- Create a pivot table from a list of data
- Create a pivot table from a table
- Edit a pivot table
- Format a pivot table manually
- Apply conditional formatting on a pivot table
- Sort a pivot table
- Filter a pivot table
- Retrieve source data from a pivot table cell
- Create a PivotChart from an Existing PivotTable
- Create a PivotChart from a Data List or Table
- Customize a PivotChart

Excel - Introduction to Macros

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to record and run macros
- Be able to modify a macro from the Visual Basic editor
- Be able to create and use a macro-function

Prerequisites

- Basic Windows/Mac skills
- Basic knowledge of the Excel interface
- Basic Cell Manipulation Skills in Excel
- Microsoft 365 subscription or Office 2021 license or later

Educational content

- Save a workbook in a macro-friendly format
- Configure Excel's macro security level
- Enable Developer Tab
- Record a macro
- Run a macro manually (shortcuts, button, F8)
- Open the Visual Basic Editor
- Edit a macro
- Run a macro line-by-line
- Create and use a simple macro function

Excel - Introduction to VBA (Visual Basic for Applications)

Duration

- 3 hours

Language

- FR, EN

Goals

- Know basic notions of VBA programming
- Be able to create procedures in VBA from the Visual Basic editor
- Be able to use simple dialog boxes in VBA
- Be able to use different types of loops in VBA
- Be able to use simple conditions in VBA
- Be able to password-protect macros

Prerequisites

- Basic Windows/Mac skills
- Basic knowledge of the Excel interface
- Basic Cell Manipulation Skills in Excel
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Excel - Introduction to macros” module or have similar skills

Educational content

- Discover the basic notions and best practices of VBA programming
- Use the MSGBOX and INPUTBOX functions
- Discover the different types of loops in VBA
- Use the FOR...NEXT loop
- Use the condition IF...THEN...ELSE...END IF
- Use the WHILE...WEND loop
- Using the DO...LOOP WHILE loop
- Run a macro automatically when saving Excel workbook
- Protect macros with a password
- Create and use an advanced macro function

Word - The Essentials

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to create a simple Word document
- Be able to format text
- Be able to format paragraphs
- Be able to print a Word document

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later

Educational content

Work environment

- Create and save a Word document
- Change the default saving format

Format text

- Enter and edit text
- Undo, redo, or repeat an action
- Select text, line, paragraph
- Move and copy text
- Change the font, case and character spacing

Format paragraphs

- Align paragraphs
- Edit withdrawals
- Change spacing
- Framing paragraphs

Printing

- Show print preview
- Print a document

Word - Structured documents

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to customize the layout of documents
- Be able to use, modify and manage styles and themes
- Be able to create a table of contents

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Word – Essentials” module or have similar skills

Educational content

Layout

- Configure the layout (margins, orientation, etc.)
- Create and manage sections
- Manage multiple headers and footers

Styles and themes

- Quickly style text
- Show the styles pane
- Edit styles
- Create a style
- Apply a theme to a document
- Use the navigation pane

Table of contents

- Create a table of contents based on styles
- Customize a table of contents
- Refresh a table of contents

Word - Long documents

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to create and manage a master document
- Be able to use reference tools (index, footnotes, bibliography)

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Word – Structured documents” module or have similar skills

Educational content

Reference tools

- Create an index
- Update an index table
- Create a footnote
- Insert a quote
- Manage sources
- Insert a bibliography

Master documents

- Understand the concept of master documents
- Create the structure of a long document with outline mode
- Edit a master document
- Create a table of contents for a master document

Word - Basic Tables

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to insert and customize a table

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Word – Essentials” module or have similar skills

Educational content

- Create a table via the grid
- Create a table via the wizard
- Fill in and edit a table
- Change the appearance of a table

Word - Advanced Tables

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to convert text to native Word table
- Be able to use advanced functions (sorting and calculations)
- Be able to protect the contents of a native Word table

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Word – Simple tables” module or have similar skills

Educational content

- Convert text to native Word table
- Sort a native Word table by column
- Sort a native Word Table by multiple columns
- Perform calculations in a native Word table
- Protect the contents of a native Word table

Word - Simple Mail Merge

Duration

- 3 hours

Language

- FR, EN

Goals

- Know the possible sources for the merger
- Be able to create direct mail letters
- Be able to create direct mail labels
- Be able to create mail merge envelopes

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Word – Essentials” module or have similar skills

Educational content

- Possible sources for the merger
- Prepare a letter for direct mail
- Prepare labels for mailing
- Prepare envelopes for mailing

Word - Advanced Mail Merge

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to create a direct mail payroll sheet
- Be able to use the rules “If, then, else”, “Fill”, “Ask”
- Be able to send personalized emails by direct mail

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Word – Simple Tables” and “Word – Simple Mail Merge” modules or have similar skills

Educational content

- Create a direct mail payroll
- Use the “If, Then, Else” Rule
- Use the “Fill” rule
- Use the “Ask” rule
- Send personalized emails via direct mail

Word - Templates, forms and protection

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to use Word document templates
- Know the types of fields available in forms
- Be able to create a form with Word
- Be able to protect a Word document, including forms

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “Word – Structured documents” and “Word – Simple tables” modules or have similar skills

Educational content

- Create and modify a document based on a template
- Save a Word document as a template
- Explore the different fields for forms
- Create a form with Word
- Protect a Word document
- Protect a Word form

PowerPoint - The Essentials

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to create a simple PowerPoint presentation
- Be able to customize the appearance of a presentation
- Be able to print a PowerPoint presentation

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later

Educational content

Simple presentation

- Create a Blank PowerPoint Presentation
- Insert and delete slides
- Record a presentation

Appearance

- Use existing themes
- Configure the slide master
- Change the layout of an existing slide
- Format text and bulleted lists
- Insert and edit images
- Insert and edit shapes

Impression

- Print slides
- Print presenter notes
- Print documents for participants

PowerPoint – Create an impactful presentation

Duration

- 3 hours

Language

- FR, EN

Goals

- Know the 3 phases of preparing an impactful presentation
- Be able to insert tables and graphs
- Be able to insert and edit SmartArt diagrams
- Be able to enrich a presentation with audio and video

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “PowerPoint - The Essentials” module or have similar skills

Educational content

- Process of preparing an impactful presentation
- Insert a table
- Insert a chart
- Insert a SmartArt diagram
- Convert a bulleted list to a SmartArt diagram
- Explore the different types of SmartArt diagrams
- Add background music to a slide
- Insert and configure a video

PowerPoint - Animate an impactful presentation

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to animate text, images, SmartArt diagrams and graphs
- Be able to configure the Morphose transition (Morph)
- Be able to configure the slideshow
- Be able to configure Presenter Mode
- Be able to record a slideshow
- Be able to export a recorded slideshow in video format

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “PowerPoint – Create an impactful presentation” module or have similar skills

Educational content

- Discover the different types of animation
- Animate text, images, SmartArt diagrams, and charts
- Discover the different types of transition
- Apply and configure transitions (including Morphose)
- Discover the different types of slideshow
- Create custom slideshows
- Configure Presenter Mode
- Check the timing and record a slideshow
- Export a saved slideshow to video format

PowerPoint - Interactivity, Collaboration & Protection

Duration

- 3 hours

Language

- FR, EN

Goals

- Be able to create an interactive PowerPoint presentation
- Be able to collaborate with several people on the same presentation
- Be able to protect a PowerPoint presentation

Prerequisites

- Basic Windows/Mac skills
- Microsoft 365 subscription or Office 2021 license or later
- Having completed the “PowerPoint - The Essentials” module or have similar skills

Educational content

Interactive presentation

- Insert hyperlinks
- Insert action buttons
- Insert Zoom links
- Launch a presentation in kiosk mode

Collaboration

- Comment on slides
- Share a PowerPoint presentation
- Edit a presentation with several people simultaneously

Protection

- Lock objects on slides
- Protect a PowerPoint presentation with a password