



Excel – Fundamentals

Description

This Excel course will give you all the basics to create spreadsheets, sort them and make simple calculations.

Classroom Registration Price (CHF)

750

Virtual Classroom Registration Price (CHF)

700

Course Content

Module 1: Basic features of Excel

- Use of the ribbon
- Workbooks and worksheets
- Display and zoom options
- Selecting parts of a worksheet
- Columns and rows
- Copying Data from a Cell
- Using the copy handle
- Shortcuts for data entry
- Backstage mode

Module 2 : Formatting

- Formatting cells (font, background color,...)
- Use of the Brush tool
- Width/height of rows and columns
- Formatting of numbers
- Layout of the spreadsheet for printing

Module 3: Formulas and Functions

- Presentation of cell references
- Inserting a simple formula
- Inserting a function
- Frequently used functions (SUM, AVERAGE, MAX, MIN, NB)

- Relative and absolute references

Module 4: Using tables

- Presentation of the Filter tool
- Sort data in ascending/descending or alphabetical order
- Filtering data

Module 5: Charts

- Create a simple chart
- Apply a predefined layout and chart style
- Add or remove graphical elements

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- This training is intended for anyone who has to use the basic functionalities of Excel such as creating a spreadsheet in a quick and easy way

Prerequisites

- No prerequisites

Objectives

- At the end of the training, the participants will be able to :
- Name and recognize the different components of a spreadsheet
- Create a simple spreadsheet and format it
- Perform simple calculations in a spreadsheet
- Sort a spreadsheet
- Create a simple graph and format it

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Duration (in Days)

1

Reference

MOE-01