Excel – Fundamentals

Description

The Power of Excel in Your Daily Activities with Our Excel Training

Microsoft Excel is a tool from the Microsoft Office Suite that offers its users a wide range of functions for data calculation and visualization. (Re)discover the fundamental basics of using Excel, from the tool's graphical interface to the creation of tables and graphs that are both aesthetically pleasing and effective.

This training will help you understand how to use Microsoft Excel in your daily activities by showing you how to create simple tables, perform basic calculations, use sorting functions, and ultimately create charts.

We guide you in mastering Excel, helping you gain independence.

This one-day training will teach you how to use Microsoft Excel to create tables, sort them efficiently, and perform simple calculations.

Niveau
Fondamental
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

Description
Excel Training - Fundamentals
Classroom Registration Price (CHF)
750
Virtual Classroom Registration Price (CHF)
700
Duration (in Days)

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Reference
MOE-01