

EXCEL: BASIC

Duration: contact us

Price: contact us

Renseignements

Tél. +41 22 732 51 11
Lu-Ve de 8h30 à 12h00
et de 13h00 à 17h00

DEFINITION

Excel is the spreadsheet in MS Office suite. It is in the form of tables organized into rows and columns.

TARGET

This course is for people wishing to initiate the establishment of computer tables. Whether accounting or statistics, MS Excel spreadsheet is the best.

OBJECTIVES

Acquire the tools to create and manage data in tables and graphs.

REQUIREMENT

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METHODOLOGY

Excel Basic is based on theoretical Excel manual, but main part of the training is dedicated to practical exercises with personalized assistance from the trainer.

CONTENT OF EXCEL: BASIC

Environment (start and stop, windows)

File Management (opening and closing an Excel workbook, registration)

Using Excel (travel, selection, undo, redo, width, height, cut-copy-paste, copy, AutoComplete)

Handling a file (rename a sheet, delete the contents of a cell, deleting a sheet, move, add a row / column, deleting a row / column)

Formatting cells (character attributes, number formats, formatting, automatic formatting, copy the formatting)

Calculations (the four basic operations, AutoSum, core functions, assistant function)

The absolute reference

Function date (dates and times)

The IF function

Graphs (creation and modification of a graph)

Layout (layout table, margins, headers and footers)

The print (print preview, printing options)