

„Microsoft Excel – basic operations”

Course description:

MS Excel training – basic operations is addressed to people who want to start their adventure with Microsoft Excel spreadsheets. The participants of training do not need to have any knowledge of MS Excel applications. MS Excel training – basic operations is run from scratch to advanced sheet work techniques.

Skills acquired during the training:

- o Working with different types of data
- o Creating simple and clear worksheets
- o Working with simple formulas in Excel
- o Working on different data sources (data export and import)
- o Creating the most common worksheets
- o Working with work item lists
- o Working with graphs and clear presentation of data
- o Publishing worksheets and their printing

Training program:

1. Idea of working with a spreadsheet

- . The concept of a workbook and a worksheet
- . Cells and their addresses
- . Data entry and its formatting
- . Simple calculations in tables (relative and absolute addressing)
- . Calculations in multiple worksheets
- . Data consolidation

2. Inserting and validating data in spreadsheet cells

- . Data types: text, date, number

- . Data validation
- . Copy and move different types of data
- . Auto fill options

3. Basic formulas in worksheets

- . Types of mathematical operators
- . Selected Excel functions
- . Calculations by using names
- . AutoFormat feature and Format feature of a worksheet
- . Conditional formatting
- . Editing large sheets
- . Customizing the toolbars

4. Creating graphs and modifying them

- . Graph Wizard
- . Quick graphical representation on the graph
- . Customizing the graph to the user's needs

5. Managing lists

- . Sorting and its types
- . Lists filtering
- . Standard forms in lists (bases)
- . Pivot tables

6. Preparing the worksheet for printing

- . Page settings
- . Inserting footer and header
- . Printing large worksheets
- . Printing comments

Methodology:

- PowerPoint mini lectures
- working on computers (each participant works on a separate computer)
- mini training videos

Organizational information:

Number of training hours: 14 hours / 2 days

Time of training 9:15-16:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings