Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

162,60 €

PRICE INCL. VAT

200,00 €

including 23 % VAT

PDF SYLLABUS

Excel 1 - Basics

Clear overview of course topics, training scope and key information.

Do you want to discover the world of Excel and start using its possibilities fully? This course is an ideal start for you. The Excel course for beginners is intended for everyone who has not yet worked with Excel or has only minimal experience and wants to gain solid basics in working with this powerful tool. During the course you will learn how to efficiently create and edit tables, perform simple calculations, work with data and create clear charts. Everything is under the guidance of an experienced lecturer who will help you master each function step by step. Join us and open the door to the world of Excel, where you will have everything under control.

COURSE CONTENT

01

MS Excel Working Environment

Introduction to the Excel working environment - title bar, quick access toolbar, ribbon, tabs, groups, working area, status bar, name box, formula bar.
Names of rows, columns and cells.
Effective use of help.

02

Working with Files and Worksheets

Adding, removing, renaming and moving worksheets.
Creating a new workbook from scratch.
Opening and saving existing workbooks.

03

Working with Cells and Cell Formatting

Entering text and numeric data into cells.
Formatting text and cells for better clarity.
Copying cells and using the "Paste Special" option.
Selecting a continuous and non-continuous range of cells.
Working with basic number formats.
Formatting cells as a table.
Creating automatic series for quick data entry.

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04 Formulas and Functions

Using basic formulas for calculations - addition, subtraction, multiplication and division.
Automatic functions: sum, average, count of numbers, maximum, minimum.
Copying formulas and functions for efficient work.

05 Sorting and Filtering Data

Sorting data by different criteria.
Filtering data using the automatic filter.

06 Charts

Creating different types of charts.
Basic settings and customization of charts.
Moving charts within a workbook.

07 Printing

Print preview for correct output settings.
Page setup for printing.
This syllabus covers all basic aspects of working with Excel that are necessary for beginner users.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/excel-basics