Excel
Level: Beginner
Microsoft

REQUIRED LEVEL:
Knowledge of the Windows environment.

DURATION:
2 days

OBJECTIVES:
Make spreadsheets from design to printing using the main tools available.

PROGRAM:

EXCEL ENVIRONMENT

STATISTICAL
– Know and understand the usefulness of an Excel table
– Create and modify data
– Select: cells, rows, columns, sheets
– Insert and delete: rows, columns, sheets
– Use a custom list
– Personalize the Quick Access toolbar and add more commands

SEARCH FOR DATA
– Search in a sheet, workbook and formula
– Replace

DATE STYLE AND FORMATTING
– Font, alignment, number and cells
– Border and data filling
– Reproduce formatting
– Put in table form
– Cell styles

FORMULA
– Simple formula: addition, subtraction, multiplication and division
– Simple statistics: average, minimum, maximum, number
– Copy a formula
– Absolute and relative references

PAGE LAYOUT
– Preview before printing
– Printing: (Paper: Page, margins, header and footnote, sheets)
– Set up printing of a large table
– Print area and page break
– Print titles

VIEW
Freeze panes
– Normal view, formatting and preview of page breaks

EXPORTING DATA

Create a table or chart and copy them into a WORD document with or without a link

NOTES
– Insert, edit a note
– Print a note

MANAGING A DATA LIST
– Sorting data
– Simple data extraction: (Numerical, chronological and textual filters)

Formation CAD
Phone: (514) 316-6824
Email: info@formationcad.ca
Web: www.formation-cad.com

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