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
- 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 cell
- 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
- Date: today, now

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

COMMENTS
- Insert, edit a comment
- Print a comment

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

www.formation-cad.com