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Excel 2019 Beginner Part 1

Objective:

Mastering the basic features of Excel to create a simple spreadsheet.

Code : EX-027B1

Duration : 3 Hours

Prerequisite:
A good knowledge of Microsoft Windows.

Basic Concepts:

- What is a spreadsheet;
- Starting Microsoft Excel;
- The Excel environment.

Data Entry:

- The different data types;
- Setting the display, the content and the format of a cell;
- Data entry;
- Editing data.

Workbook Management:

- Creating a new workbook;
- Opening a workbook;
- Saving a workbook;

Saving and sharing files online;

- Freezing titles;
- Viewing multiple workbooks;

A workbook, a window.

Editing Techniques:

- Selecting cells;
- Moving or copying cells;

Using the Auto Fill feature.

Basic Calculations:

- Creating a formula;
- Using mathematical operators;
- Identifying the order of calculation;
- Copying the result of a formula;
- Modifying the reference type.

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