

Excel 2016/2019 Beginner for professionals

Objective

Mastering the basics features of Excel to create a simple spreadsheet from the design phase to the printing process.

Code : EX-026

Durée : 1 day

Prérequis :

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

Functions

- Creating a formula using functions
- Using the SUM function
- Adding a range of data using the instant data analysis tools
- Using Statistical functions
- Changing the format of cells

Spreadsheet Management

- Changing the width of a column
- Changing the height of a row
- Inserting or deleting cells
- Inserting or deleting rows or columns
- Hiding rows or columns

Formatting Data:

- Modifying the alignment
- Formatting characters
- Adding borders
- Applying shades to cells
- Using conditional formatting
- Copying and pasting formatting

Page Layout and Printing

- Using the Print Preview feature
- Modifying the page layout options
- Using the Page Layout view
- Editing page breaks
- Defining the print area
- Printing a spreadsheet

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