Microsoft Excel – Basic Course

Course code: MSEX1

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English.This course is recommended for users, who need to learn quickly the basics of work with Microsoft Excel. We will teach beginning users to create, edit and print common documents. You learn how to create and format simple tables with calculations and graphs.

Who is the course for

This course is assigned for users, who have never worked with Microsoft Excel of any version.

What we teach you

You learn how to create and format simple tables with calculations and graphs.

Required skills

PC and Windows - elementary level

Course outline

Excel

- Basics of the work with tables

Basics of the work with tables

- Moving from here to there in table
- Selecting of cells
- Inserting and replacing
- Row height and column width
- Moving and copying

Cell formatting

- Cell formatting
- AutoFormat

Managing files

- Saving a file
- Opening a file
- Creating a new file
- Switching among windows
- Copying and moving using clipboard

Print

- Page setup
- Preview
- Print

Calculations in tables

- AutoSum function
- Creating formulas
- Insert function wizard

Charts

- Creating a chart
- Chart formatting

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