

# 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.

Affiliate	Duration	Course price	ITB
Praha	1	1 599 Kč	0
Brno	1	1 599 Kč	0
Bratislava	1	65 €	0

The prices are without VAT.

## Course terms

Date	Duration	Course price	Type	Course language	Location
 18.05.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
01.06.2026	1	65 €	Online	CZ/SK	Online
01.06.2026	1	1 599 Kč	Online	CZ/SK	Online
17.06.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
24.06.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
26.06.2026	1	65 €	Presence	CZ/SK	GOPAS Bratislava
 06.07.2026	1	65 €	Online	CZ/SK	Online
 15.07.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
 27.07.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
 18.08.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
 18.08.2026	1	65 €	Presence	CZ/SK	GOPAS Bratislava
02.09.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
16.09.2026	1	65 €	Online	CZ/SK	Online
21.09.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
12.10.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
21.10.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
26.10.2026	1	65 €	Presence	CZ/SK	GOPAS Bratislava
18.11.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
23.11.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
23.11.2026	1	65 €	Presence	CZ/SK	GOPAS Bratislava
07.12.2026	1	65 €	Online	CZ/SK	Online
21.12.2026	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha

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## Who is the course for

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

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# Microsoft Excel – Basic Course

## 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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