MEXCELZ

Microsoft Excel – Basic Course

Description:

One-day course is intended for all common users who have already worked on computer and who need to learn the use of MS Excel application from the very beginning. In the end of the course, the participants will be capable of creating and formatting tables, calculating the key values and printing the result of their work. They are going to learn how to work with charts. Moreover, they are going to distinguish several types of charts according to the particular situation. The practice is especially stressed during the whole course.

Students will be able to:

- Identify the elements of the MS Office Excel interface
- Create, save, open and print MS Office Excel documents
- Create and format tables – number format, borders and alignment
- Copy and paste, cut and paste
- Create formulas and functions
- Create charts and distinguish several types of charts according to the particular situation
- Insert various objects – pictures, shapes, text box

Course requirements:

- Students are supposed to be confident in using a keyboard, Windows and a mouse

This course is intended for:

- The course is intended for new users of Microsoft Excel

Literature:

The workbook in English language is included.

- Methodology of education
- Tutor’s explanation is accompanied by several practical examples, individual and group exercises on PC.

Hardware:

Spacious classrooms are equipped with premium computers with the access to the Internet, the wireless access included.

Syllabus:

Chapter 1: User interface

- Opening, closing and creating new document

- MS Excel interface
- Manipulate workbook views
- General options for working with Excel

Chapter 2: Getting started with Excel

- Navigating and selecting cells, entering a text and numbers
- Inserting and deleting cells, rows and columns
- Copy and paste tool, using paste special (formulas, values)
- Formatting (font style, number format, borders, alignment, autoformats, cell styles)

Chapter 3: Create and format worksheets and workbooks

- Insert and delete worksheets
- Rename and apply coloring to worksheet tabs
- Copy and move, grouping worksheet tabs

Chapter 4: File management and printing

- Saving and opening a workbook
- Print preview
- Page setup
- Print settings
- Apply different file formats

Chapter 5: Formulas and functions

- Understanding and creating formulas, using basic operators
- Using Autosum
- Function library, function arguments
- Searching for a function
- The most used math, text, logic and round functions

Chapter 6: Creating and editing charts

- Types of charts, using different types of charts
- Designing and formatting charts
- Modifying charts

Chapter 7: Inserting and editing objects

- Picture
- Basic shapes (rectangle, ellipse, arrows and more)
- Text box

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