

BASIC EXCEL TRAINING PROGRAMME

1. All that is important for the start – an introduction to work with Excel

- get familiar with the terminology and the working environment of MS Excel,
- getting about the workbook,
- keyboard shortcuts.

2. What can you do with data i.e. data operations

- input, modification and deletion of data,
- selecting data,
- various ways to copy and paste data,
- filling cells with data series.

3. Data clarity and cell formatting

- alignment, font and its size, borders and fill,
- number, currency, percentage, text, date and time formatting,
- table formatting,
- format painter.

4. Automatic value highlights i.e. conditional formatting

- formatting cells containing text,
- formatting cells containing values.

5. Yellow sticky notes – entering and editing comments.

6. A better calculator – or formulas and functions

- calculations done directly in cells,
- calculations using cell addresses,
- relative and absolute references,
- copying formulas,
- using sum, average, maximum and minimum functions,
- mathematical, logical, date and time functions and their usage in calculations,
- text functions.

7. Data visualisation or creating and formatting charts.

8. Putting data in order i.e. data sorting.

9. Displaying desired results – data filtering with the Autofilter tool.

10. Counting the data up according to given criteria - data analysis with aid of the Sumifs function.