

CROSS-SECTIONAL BASIC EXCEL TRAINING PROGRAMME

1. Data processing

- input, modification and deleting data,
- data selection, different methods of copying and pasting,
- data series, find and replace command.

2. Cell formatting

- font parameters, alignment and borders,
- correct usage of formatting – numbers, currency, percentages, text, dates.

3. Conditional formatting

- formatting cells containing a certain string or values,
- highlighting duplicates or unique values,
- setting the conditional formatting.

4. Formulas and functions

- relative and absolute references,
- basic functions – sum, average, maximum, minimum, count, logical functions – if, or, and,
- mathematical and statistical functions – countif, sumif, round, Combining several functions into one – function nesting.

5. Date calculations and functions

- a difference between two dates, adding a number of days to a date, calculating end date, displaying current date and performing calculations on it,
- the date and time functions – day, month, year, weekday.

6. Texts

- correcting the entered text with text functions,
- splitting texts according to the number of characters.

7. The „Go To” Tool

- copying ranges with hidden rows,
- formatting only the cells with data.

8. Data analysis and lookup

- Sorting, Autofilter.

9. Creating and editing charts

- different kinds of charts, changing source data ranges.

10. Basics of creation and usage of pivot tables.