

Excel Training: Cells, Workbooks and Graphs (EXCBAS, 2 jours)

Description

The course Cells, Workbooks and Graphs (Excel Training) teaches you how to work efficiently with cells, worksheets & workbooks. The training includes working with multiple worksheets, useful keyboard shortcuts & functions, absolute & relative references and custom functions. You learn to set your data so that it can be easily sorted and filtered. The course also covers how to create, edit & format graphs in MS Excel. Maximum productivity is within your grasp with Microsoft Excel.

Tarifs

- Tarification: \$1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Introduction to Microsoft Excel

The Major Elements of Excel: Workbooks, Worksheets and Cells

Identifying and Referencing Cells

Working with Cells, Rows and Columns

Working with Multiple Cells

Adding and Removing Cells, Rows and Columns

Naming Cells and Cell Ranges

Naming Worksheets

Adding and Removing Worksheets

Setting Project Information

Saving and Opening Workbooks

Exercise: Working with Cells and Workbooks

Working with Cell Contents

Entering Numeric Cell Data

Modifying Cell Data

Formatting Numbers: Integers, Decimals, Currency and Percentages

Entering Textual Cell Data

Formatting Textual Data: Font, Size, Weight and Presentation

Working with Dates

Working with Currencies

Creating Custom Formats

Working with Auto-Fill

Creating Custom Auto-Fill Data Sets

Exercise: Adding Content to a Excel Worksheet

Formatting Cells

General Principles of Cell Formatting

Formatting Cells for Vertical and Horizontal Alignment

Formatting Cells for Fill Pattern and Colour

Formatting Cells for Border Style and Thickness

Formatting Cells for Text Behaviour: Wrap and Continue

Working with Multiple Workbooks

Enabling and Disabling Cell Protection

Exercise: Formatting Data for Presentation Purposes

Working with Formulas

The Anatomy of an Excel Function: Parameters and Return Values

Referencing Cells: The Magic of Relative References

Using Absolute References to Pin Down Cell References

Using Named Cells to Pin Down Cell References

Using Arithmetic Operators: Addition, Subtraction, Multiplication and Division

Introduction to Statistical Functions: Count, Average and Median (And maybe variance)

Introduction to Financial Functions: Payments and their Characteristics

Exercise: Creating a Data Summary Sheet with Excel Functions

Business Graphics

Setting Up the Worksheet

Choosing the Right Type of Graph

Creating the Graph

Modifying the Axis Labels

Modifying the Title

Modifying the Legend

Changing the Graph Type

Exercise: Creating a Presentation Graphic with Impact