



Formation MS Office Excel - Create and format basic tables in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 247

Goal : Learn the basic features of a worksheet application such as creation of small tables with basic functions and formulas. Create basic charts using the standard options from the wizard. Learn the worksheets' basic settings for printing layout.

Audience : This training is intended for attendees wishing to learn the MS Excel basics.

Prerequisites : Perfect knowledge of the mouse, keyboard, copy/paste functions and file

management in MS Windows.

Goals :

- Introduction
- Limitations of MS Excel compared to MS Access, MS Project and MS Power BI (and differences between MS Windows and Mac OS)
- Graphic user interface (GUI) and on-line help presentation
- Workbooks protection using passwords
- Toggle between workbooks
- Move quickly and efficiently in workbooks and worksheets
- Write, search & replace information and data
- Copy/Cut/Paste datas (using SmartTags with Excel 2002)
- Undo/Redo actions
- Data management (drag, drop, increment, etc.)
- Use of custom lists for repetitive use
- Add/Delete/Move & hide worksheets, workbooks, rows and columns
- Basic integrated functions (sum, max, min, count, counta, round)
- Insert comments
- Define page layout and formatting of cells, rows & columns (width, height, colors, borders, numbers, etc.)
- Manage printing (orientation, area, print out many sheets, etc.)
- Define header and footer
- Training Conclusion

Pedagogical method : This training is based on small examples related to the attendees' professional needs. 95% of the training is practical.

Suggested duration for presentiel training (days) : 1

Suggested duration for on-line training (days) : 1.2

Daily price in face-to-face : 225 CHF

Daily price in remote : 108 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1125 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :** *MS Office Excel 2007 for Windows*
- **Author(s) :**
- **Pages :** 205
- **ISBN :**

Tags : excel, basics, print, header, footer, protection, worksheet, workbook, ms excel.

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