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## Microsoft Office Excel – Basic

**Description:** This course is dedicated for people starting work with the **Microsoft Office** Excel program. During the course, the participants will learn the basic functionality of the **Microsoft Office** Excel program. Participants will learn to navigate the spreadsheet quickly and correctly, and to effectively enter and edit data. The scope of the training will also cover topics related to data formatting and calculations using formulas and functions.

**Duration:** 8 hours

**Initial requirements:** Basic ability of using a computer working on the Windows system.

**For whom:** People from the accounting, financial, sales, marketing, administration and logistics departments.

### Module: Basic skills (MSEX01)

#### 1) Basic concepts and activities

- a. Running the program
- b. Workbook, Sheet, Cell - definition of terms
- c. File, folder - definition of terms
- d. Using command cards, ribbons, backstage
- e. Windows - minimizing, maximizing, navigating.
- f. Saving changes. Difference between Save and Save As ...
- g. Closing and opening the file
- h. Finishing work

#### 2) Data

- a. Moving methods in the area of the sheet using the mouse and keyboard
- b. Entering, modifying, and deleting data in cells.
- c. Marking information using the mouse and keyboard
- d. Copying and moving information

#### 3) Columns and rows

- a. Change column width
- b. Change the height of the rows
- c. Adding and removing columns and rows
- d. Hide and show columns and rows
- e. Inserting cells

#### 4) Sheets

- a. Adding and removing sheets
- b. Renaming
- c. Moving and copying sheets

#### 5) Printing

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## **Module: Formatting (MSEX02)**

- 1) Types of information entered into cells**
  - a. Text and Numbers
  - b. Number formats
  - c. Working with percentages
  - d. Dates in Excel
  
- 2) Create and modify the appearance of tables**
  - a. Border
  - b. Color Cell Fill
  - c. Formatting text
  - d. Autoformat
  - e. Copy formatting

## **Module: Formulas and Functions – Create and Modify (MSEX03)**

- 1) Create simple formulas**
  - a. Fixed values
  - b. Operators
  
- 2) Modifications of formulas**
  
- 3) Functions:**
  - a. Concept of function argument
  - b. Function Wizard
  - c. Basic Functions: Sum, Average, Count, Min, Max
  - d. Copying and moving functions and formulas
  - e. Relative and absolute references