

Excel for Windows – Βασικό Επίπεδο

04/03 – 18/03/2010
Demstar Education, Nicosia

COURSE AIM:

Microsoft Excel is the spreadsheet program most commonly used by managers from all departments in organizations, financial analysts, project managers, academics, and small business owners around the world to track and analyze business and personal data. Because of the increasing demands on their time, business professionals need to learn efficient and effective data methods by learning Microsoft Excel from beginning, that give them the answers they need. This 24 hours course will provide to the candidates the knowledge and practice to become effective Excel users with a practical, hands-on understanding of Excel data, formulas, and charting techniques. Microsoft Excel will enhance your use of spreadsheets for data input, maintaining lists and detailed analysis. Regardless of your role at work Microsoft Excel is used today by most people to maintain lists of data - staff information, stock levels and so on, to calculate numerical data, to analyse company data and much more.

OBJECTIVES:

After completing this course, students will be able to:

- Able to use Excel to create formulas, including advanced formulas using the Insert Function dialog box;
- Able to create line graphs and column charts from Excel data;
- Get familiar with named ranges (for example, abbreviations that replace cell addresses, such as C3:D15, with nicknames such as AllSales);
- Create formula-based data;
- Analyze business data to make decisions about products, projects, and strategic direction;
- Calculate moving averages;
- creating formulas, charts, and cell formats.

TARGET TRAINEE PROFILE:

This course is designed for Microsoft Excel users with some knowledge of Microsoft Excel, including project managers, financial analysts, accountants, business owners, and other business professionals who have a vested interest in learning Microsoft Excel very well.

Trainer/Instructor

Kyriakos Hadjimichael or Michalis Kalias

COURSE OUTLINE:

SESSION 1: 04/03/2010 17:45-20:45

- Introduction to Excel basics
- The workbook environment
- Enter and edit data
- Navigate in a worksheet
- Correcting data

- Edit cell contents
- Use AutoComplete
- Save a file
- Open a second and third file
- Navigation and movement techniques
- Exercise 1: Data, Navigate, Correcting, Navigation)

SESSION 2: 08/03/2010 17:45-20:45

- Modifying a workbook
- Work with ranges
- Create formulae

- Move and copy data
- Cut and paste data
- Drag and drop data
- Insert rows and columns
- Use the clipboard
- Use the fill series feature
- Format a worksheet
- Number formats
- Text alignment
- Copy and paste formats
- Change font size and type
- Add borders to cells

SESSION 4: 11/03/2010 17:45-20:45

- Change column width and row height
- Shrink text to fit
- Align cell contents
- Merge and split cells
- Apply an autoformat
- Exercise 2: Format worksheets, texts, borders, cells)

- Print a worksheet

- Check spelling
- Use print preview
- Print a large worksheet
- Additional print options

- Set page display and print options
- Freeze, unfreeze rows and columns
- Set print titles
- Set page margins

SESSION 5: 13/03/2010 17:45-20:45

- Absolute references
- Work with multiple worksheets
- Work with multiple workbooks
- Link cells in different workbooks
- Create workspaces

- Exercise 3: Print options, freeze and unfreeze, set margins, creation and application of workspaces.
- Formula construction
- Logic functions: IF, nested IF function AND, OR function
- SUMIF, COUNTIF functions

- Create, edit and delete comments
- Use the auditing toolbar
- Use data validation
- Sort data
- Single-level and multiple-level sorting
- Sorting options
- Data list design considerations
- Filtering data
- Create custom filters
- Group and outline data
- Add subtotals to a worksheet

SESSION 5: 15/03/2010 17:45-20:45

- Apply conditional formatting
- Protect and display options
- Protect the worksheet
- Hide information
- Create and apply styles
- Create a custom numeric format

- Create, edit and use templates
- Create charts
- Create a chart sheet
- Create an embedded chart
- Modify charts
- Apply and use various chart types
- Add and delete chart items
- Move and size chart items
- Format a chart
- Format chart text and numbers
- Insert and format labels Preview and print charts
- Create charts
- Create a chart sheet
- Create an embedded chart
- Modify charts
- Apply and use various chart types
- Add and delete chart items
- Move and size chart items
- Format a chart
- Format chart text and numbers
- Insert and format labels Preview and print charts
- Exercise 4: Application of all the data and information throughout the course. Questions and data applications in the exercises.

Meeting Information:

Venue: DEMSTAR EDUCATION, Nicosia

Participation Fee

Initial Cost: € 145