



# Microsoft Excel

## Seminar objective

Microsoft Excel, as a component of the Microsoft Office suite, is a program designed for the quick yet professional and effortless management of spreadsheets. This seminar aims to provide you with the necessary knowledge required for creating, analyzing, and presenting data in Excel. You will acquire fundamental skills that will enable you to effectively process data to produce meaningful results and professionally visualize them.

## Seminar content

- Using the Excel Ribbon
- Spreadsheet basics
- Structure of a table
- Moving a table
- Data entry and processing
- Simple formulas and cell references
- Cell formats
- Effective work with formulas and functions
- Relative and absolute references
- Printing, print design
- If function
- S-reference
- Group mode
- Simple diagrams

## Target audience

This seminar is specifically designed for PC users who have not yet gained experience in electronic spreadsheet management with Microsoft Excel.

### Course ref.

IT7790-13

### Participants

not more than 9 participants

### Schedule

1. Day: 09:00 - 17:00

2. Day: 09:00 - 17:00

### Location & dates

by agreement

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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