

## MS Excel (basic) (code: Excel-101)

compliant with: Learn Microsoft Excel 2010 Step by Step, Level 1  
(compliant with MS 50544)

### Overview

The course provides students with knowledge and skills to use MS Excel efficiently in everyday work. Practical exercises accompany every topic covered during the course.

**Microsoft Certificate:** for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important:** authorization is available for on-demand training courses only.

### Duration

2 days

### Agenda

1. Introduction to Excel.
  - Using the interface.
  - Entering data. Editing cells.
  - Searching and selecting cells and ranges.
  - Inserting and modifying simple objects (images, borders).
2. Working with cells and formatting.
  - Copying, pasting, filling cells and ranges.
  - Simple formatting.
  - Data types and formatting by data type.
  - Inserting, editing and changing appearance of comments.
3. Calculations.
  - Inserting and editing formulas. Automatic and manual cells select.
  - Math functions
  - Relative and absolute references.
  - Logical functions.
4. Conditional formatting (color scales).
5. Naming cells and ranges
6. Sorting and filtering data
  - Autofilter
7. Subtotals - summarizing data by categories
8. Simple Data Validation (drop-down lists)
9. Tracing precedents and dependents
10. Working with charts
  - Understanding chart types
  - Selecting data sources
  - Formatting charts
11. Printing.
  - Preparing Worksheets for printing.
12. Worksheets management.
  - Creating and organizing Workbooks.

### Ask for details

Phone +44 203 608 6289

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- Linking to data in other Worksheets and Workbooks
- File formats, importing and exporting data to different file formats.

For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

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## **Target audience and prerequisites**

This course is intended for professionals and office workers who want to learn basic Excel skills.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows.

## **Certificates**

Course participants receive completion certificates signed by ALX.

## **Locations**

- Warsaw (English) – Jasna 14/16A
- Online (English) – your home, office or wherever you want
- any other location (London, UK, EU) on request

## **Price**

240 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.