EXC16-B - MS Excel 2016 basic course

Microsoft - Excel - Office

Durata:	Lingue:	Certificazione:
2 Giorni	**Italiano**	**-**

Descrizione del corso

The aim of the course is to introduce participants to the use of Microsoft Excel.

Programma

1. Introduction to Microsoft Excel
• Worksheets, rows, columns and cells
• Opening, closing and saving a file in the new format
• Saving a file in backward compatibility mode
• Adding, deleting, editing data
• The ribbon bar and the backstage in Excel
2. Formatting data
• Changing the format of cells, rows and columns
• Aligning text in a cell
• Merging cells and wrapping text
• The conditional formatting
• The table automatic formatting
3. Performing calculations
• Basic Excel functions (sum, average, minimum e maximum)
• Extracting year, month and day from date
• Volatile functions: now, today
• Introduction to logical functions: the IF function
• Relative and absolute references between cells
• Copying and pasting formulas
4. Charts

- Creating and editing charts
- Chart styles and layouts
- Changing the range of data

5. Print options
- Displaying a print preview
- Setting margins, headers, footers
- Repeating rows or columns on the printed page

6. Data, styles and formats
- Sorting data
- Number and text formats
- Applying default styles to cells

7. Working with multiple worksheets and folders
- Moving, copying, renaming and labeling the worksheets
- Linking different worksheets or folders

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