# Microsoft Excel Foundation («ME1»)

Get to know and use Excel from the very beginning. In two days, you will acquire the skills to competently enter, format and print data and create basic calculations.

**Duration:** 2 days
**Price:** 1'140.–
**Course documents:** Digital courseware

## Content

In this course, you will learn the functional principle of Microsoft Excel. Using practical examples, our trainers will introduce you to the basics of the spreadsheet program. The course enables you to use Excel in a fundamental way.

1. Overview
   - Definition
   - Workspace
   - Arranging workbooks
2. First steps
   - Texts and figures
   - Moving and marking in the table
   - Edit and delete cells
   - Copying, moving and insert cells
3. Table structure
   - Insert, delete and change columns and cells
4. Excel workbooks
   - Insert and delete, move and copy workbooks
5. Formatting cells
   - Formatting headlines
   - Border
   - Number format
   - Delete and adopt formats
6. Formula, cell reference and basic functions
   - Basic principles of formula
   - Calculation with percentages
   - Calculating work schedule
   - Relative and absolute cell references
   - Summation
7. Helpful Features
   - Formatting as table
   - Arranging cells
   - Simple re-sorting
   - Filter dates
   - Screening data
8. Page layout and printing
   - Page setup
   - Headers and footers
   - Setting the print area
   - Printing

## Key Learnings

- You will acquire the basic techniques of working with Excel workbooks
- You can independently create simple tables with calculations
- You will know the most common formatting options in Excel and be able to apply them in a targeted manner
- You know how to open, save, manage and print your workbooks

## Target audience

This course is aimed at users who have not yet or hardly ever worked with Excel and now want to learn the basic handling of this software.

## Additional information

This course is also suitable for users of Excel 2016, 2013 and 2010.

## Further courses

- From Zero to Hero with Microsoft Excel («MEZH»)
- Business charts with Excel
- Efficient calculations and visualizations with Microsoft Excel («ME2»)
- Visualizing data with Excel («ME3»)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-microsoft-excel-foundation