

## Microsoft Excel Refresher («MEREFR»)

With this one-day training, your Excel skills are up to date again. Newest version of Office 2019 can be included in this course.

**Duration:** 1 day

**Price:** 650.–

**Course documents:** Digital Digicomp courseware

### Content

#### 1. Working with formulas

- Arithmetic operators
- Calculations with percent
- Calculate working time

#### Cell references

- Copy formulas
- Relative, absolute and mixed cell references

#### Basic functions

- Enter or call functions
- Help on functions
- TOTAL
- MAX, MIN, AVERAGE
- NUMBER, NUMBER2
- TODAY, DAY, MONTH
- CHAIN

#### 2. Filter and sort data

- Requirements
- The most important filter options
- Reset filter
- Export filtered data
- Easy sorting
- Sort by multiple criteria

#### Format as a table

- From the static to the dynamic range
- Advantages and disadvantages

#### Adjust table structure

- Adjust columns and rows
- Insert and delete columns and rows
- Hide and show columns and rows
- Connecting cells

#### The most important formatting

- Alignment
- Fill colors and cell styles
- Frame
- The most important number and date formats
- Transfer and delete formats

#### 3. Sidelayout and print

- Print preview
- Page set up
- Repeat lines (print title)
- Header and footer
- Set and cancel the print area

- Print
- 4. The View tab
  - Arrange windows
  - Multiple windows of the same file
  - Fix the window
- 5. The most important keyboard shortcuts

## Key Learnings

- Gaining confidence in using Excel
- Speeding up the completion of your own work
- Acquiring an ideal foundation for further courses

## Target audience

Users who have already created Excel files and want to refresh their knowledge. This course is not suitable for beginners!

## Additional information

This course is suitable for users of Excel 2019, 2016 and 2013.

## Further courses

- [Efficient calculations and visualizations with Microsoft Excel \(«ME2»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto: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-refresher](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-microsoft-excel-refresher)