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. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-microsoft-excel-refresher