

Microsoft Excel

GET A CERTIFIED DIPLOMA



Microsoft Excel is the spreadsheet software in the Microsoft Office suite that allows you to store, organize, and analyze numerical information in organized workbooks for home and business tasks. Companies, educational institutions, and government agencies all use Excel to manage and analyze data. Become an expert users with us!

Is this the right course for you?

This course is for beginners looking to gain a solid foundation in Excel. This course will cover what you need to know to become an Excel power user.

Learning outcomes

Upon completion of this course you will know how to:

- Become familiar with the Excel screen: ribbon menu, toolbars, column letters, row numbers, active cells, and so on.
- Manage spreadsheets: Create, save and print documents.
- Understand the main operations such as inserting, selecting, copying, moving and deleting data.
- Learn formulas to perform calculations such as sums, percentages, averages, interest, function IF, and more.
- Formatting basics: It will show you how to adjust your spreadsheet, cells, borders, size, and color successfully. You will be able to change styles, headers, and footers.
- This course will teach you how to add graphics to your document.

Course Duration & Price

- 1 week of half-day periods
- The group is limited to a maximum of 6 students
- 5 sessions: CHF 550
- Chèque Annuel de Formation.

Admission requirement

- Knowledge of Windows 7, 8, 10

Certification

To qualify for your official certificate you must pass the final exam.
Participant will receive a certificate of presence.