



## Excel the Basics

According to a Microsoft study, the average person uses only about 5% of this program's functions. People do not know what they are missing out on. This training course will show you this program's potential. You will learn how to use formulas and functions and how to setup a workbook. Find out about the various formats to enhance the appearance of your figures. In addition, have a look at the many graphs and charts available in the program.

**Course objective:** To work efficiently with Excel in order to save time

**Prerequisites:** Good Computer Knowledge

**Length:** 1 Day

### Topics:

- Adjusting the Quick Access Toolbar
- Formulas and Functions
  - The correct setup of functions
  - Functions sum, min, max and average
  - The fastest way to copying functions
  - absolute versus relative cell references
- Functions sumif, countif and networking days
- Working with range names
- The If-function
- Formats – how to make it look nice
  - The most important formats
  - Safe time with autoformats
  - Creating user defined formats
- How to work with workbooks
  - Setting sheets in a group to easily enter data or create headers and footers
  - 3D-Formulas
  - Internal and external links
- Saving time with Templates
- Charts
  - Create a basic chart
  - Add titles and text
  - Customizing your chart
  - Chart-templates