MERCURY

# MS Excel Training Course

17 - 21 Jun 2024
Barcelona (Spain)

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# MS Excel Training Course

**Ref.:** 15093_255290 **Date:** 17 - 21 Jun 2024 **Location:** Barcelona (Spain) **Fees:** 5500 **Euro**

## Course Content:

## Unit 1: Introduction:

- Introduction
- Interface
- Tabs and Ribbons
- Document Windows
- Navigation Tips
- Office Button and Save

## Unit 2: Entering, Editing and Formatting Data:

- Introduction
- Entering Data
- Fonts, Fills, and Alignment
- Cut, Copy, and Paste
- Paste Special
- Undo and Redo
- Moving, Finding, and Replacing a Value
- Cell Styles
- Comments

## Unit 3: Formatting Numbers:

- Introduction
- Currency Format
- Format Painter
- Formatting Dates
- Custom and Special Formats

## Unit 4: Managing Worksheets:

- Introduction
- Naming and Moving Worksheets
- Copying Worksheets
- Adding, Deleting and Hiding Worksheets
- Moving, Copying, Deleting and Hiding Grouped Worksheets

Unit 5: Modifying Rows and Columns:

- Introduction
- Inserting and Deleting Columns and Rows
- Inserting & Deleting Cells
- Inserting Multiple Columns & Rows

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- Modifying Cell Width and Height
- Hiding and Unhiding Rows and Columns

Unit 6: Understanding Formulas:

- Introduction
- Using Operations
- Creating Formulas
- AutoSum
- Common Formulas
- Searching for Formulas
- Copying Formulas
- Using Relative and Absolute References

## Unit 7: Changing Views

- Introduction
- Workbook Views
- Show/Hide
- Zoom Features
- Freeze Panes
- Split Windows
- Viewing Multiple Windows
- Minimize The Ribbon
- Worksheet Backgrounds
- Watermarks

## Unit 8: AutoFill and Custom Lists:

- Introduction
- AutoFill a Series
- AutoFill Non-Adjacent Cells
- AutoFill on Multiple Sheets
- Creating Custom Lists
- Series Formatting

## Unit 9: Conditional Formatting:

- Introduction
- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule

## Unit 10: Tables:

- Introduction
- Insert a Table and Style Options
- Add Rows and Columns
- Perform a Function in a Table
- Summarise With Pivot Table

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## Unit 11: Data Tools:

- Introduction
- Data Validation
- Drop-Down Lists
- Removing Duplicates
- Text To Columns
- Goal Seek
- Scenario Manager

## Unit 12: Referencing Formulas:

- Introduction
- Multiple Sheet References
- Consolidating Data - With or Without Links
- Trace the Precedents and Dependents
- Using the Watch Window

Unit 13: Ranges and Dates:

- Introduction
- Cell Names
- Named Ranges
- Formulas with Cell Names
- Date Formulas

## Unit 14: Lookups:

- Introduction
- VLOOKUP
- VLOOKUP Exact Match
- HLOOKUP
- HLOOKUP Exact Match

## Unit 15: Conditional Logic:

- Introduction
- IF Statement
- Nested IF
- AND
- OR
- NOT
- IFERROR
- SUMIF
- AVERAGEIF
- COUNTIF & COUNTIFS
- SUMIFS
- AVERAGEIFS

## Unit 16: Text Formulas:

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- Introduction
- Case Formulas
- Fix Number Fields
- Trim Spaces
- Substitute Text

## Unit 17: Introduction to Charts:

- Introduction
- Chart Types
- Instant Chart
- Update Chart
- Column Chart
- Picture Fill
- Adjust Chart Size
- Line Chart
- Scatter Chart

## Unit 18: Formatting Charts:

- Introduction
- Chart Styles
- Chart Layouts
- Add Labels
- Axis Options
- Chart Title
- Legends
- Data Labels

## Unit 19: Adding Graphics to Spreadsheets

- Introduction
- Insert Pictures
- Modifying Pictures
- Insert Shapes
- Insert SmartArt
- Apply Themes
- Arrange

## Unit 20: Outline, Sort, Filter, and Subtotal:

- Introduction
- Group and Ungroup
- Sort Data
- Sort Multiple Levels
- Filter Data
- Advanced Filter
- Conditional Sorting and Filtering
- Sorting with Custom Lists
- Subtotal

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## Unit 21: PivotTables:

- Introduction
- Creating PivotTables
- Choosing Fields
- PivotTable Layout
- Filtering PivotTables
- Modifying PivotTable Data
- PivotCharts

## Unit 22: Protecting Data:

- Introduction
- Workbook Passwords
- Protecting Workbooks
- Unlocking Cells

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