

Microsoft Excel – Basic Course

Course code: MSEX1

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English. This course is recommended for users, who need to learn quickly the basics of work with Microsoft Excel. We will teach beginning users to create, edit and print common documents. You learn how to create and format simple tables with calculations and graphs.

Affiliate	Duration	Course price	ITB
Praha	1	1 599 Kč	0
Brno	1	1 599 Kč	0
Bratislava	1	65 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
G 20.11.2024	1	65 €	Online	CZ/SK	GOPAS Bratislava online
G 27.11.2024	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
G 04.12.2024	1	65 €	Online	CZ/SK	GOPAS Bratislava online
04.12.2024	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
G 04.12.2024	1	1 599 Kč	Online	CZ/SK	GOPAS Praha online
09.12.2024	1	65 €	Presence	CZ/SK	GOPAS Bratislava prezenčne
G 16.12.2024	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
08.01.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
15.01.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
03.02.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
17.02.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
26.02.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
17.03.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
26.03.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
09.04.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
05.05.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
05.05.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
28.05.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha
11.06.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Brno
16.06.2025	1	1 599 Kč	Presence	CZ/SK	GOPAS Praha

The prices are without VAT.

Who is the course for

This course is assigned for users, who have never worked with Microsoft Excel of any version.

What we teach you

You learn how to create and format simple tables with calculations and graphs.

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved

Microsoft Excel – Basic Course

Required skills

PC and Windows - elementary level

Course outline

Excel

- Basics of the work with tables

Basics of the work with tables

- Moving from here to there in table
- Selecting of cells
- Inserting and replacing
- Row height and column width
- Moving and copying

Cell formatting

- Cell formatting
- AutoFormat

Managing files

- Saving a file
- Opening a file
- Creating a new file
- Switching among windows
- Copying and moving using clipboard

Print

- Page setup
- Preview
- Print

Calculations in tables

- AutoSum function
- Creating formulas
- Insert function wizard

Charts

- Creating a chart
- Chart formatting

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved