

# Spreadsheets basic

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## Kursusinfo

### What you will learn in the course

Excel 365 is not just for keeping track of accounting or finances. Excel can be used for an incredible number of tasks, involving both numbers and text, and is not just for administrative employees.

Perhaps you currently work with Excel spreadsheets that you have received from others, where you simply add data. With this course, you will learn to create and format Excel spreadsheets from scratch, so you are no longer dependent on others.

In this course, we use the English version of Excel 365 — all menus, terms, functions, and shortcuts are entirely in English.

You will learn to:

- Create an Excel spreadsheet from scratch
- Use the fill handle to automatically enter months, weekdays, and copy formulas
- Copy, paste, and move data
- Format your Excel spreadsheets to make them more manageable
- Sort and filter your data lists
- Display data graphically using charts
- Create calculations using simple formulas and functions such as AutoSum, IF, and AVERAGE
- Print your Excel spreadsheets in the most effective way
- Use relative and absolute references to lock cells

### Your and your company's benefit

Here you will create real added value and at the same time make your work tasks easier.

You will learn to leverage the advantages that an Excel spreadsheet offers in an easy and manageable way, for the benefit of both yourself and your company. You will come a long way in these 3 days, and after the course, you will be able to create simple spreadsheets independently.

## Kursuspris

**Faglærte og ufaglærte får tilskud. AMU-pris:**

DKK 654,00

**Pris (momsfrit):**

DKK 2.207,65

## Tilmelding



## Recommended order for taking Excel courses

By following the recommended order of Excel courses, you continuously build upon your skills, ensuring you get the most out of each course. Below is our recommended sequence:

1. [Excel Spreadsheet - Basic](#)
2. [Excel Spreadsheet - Advanced](#)

The Excel courses listed above are offered as classroom instruction. You also have the option to take [Excel courses in our IBC 360 E-learning Center](#), but these courses are all in Danish. Here, instruction takes place independently of a group, allowing you to take the course on days that suit you. E-learning courses are conducted at our IBC facilities in Kolding and Aabenraa.



## Target audience

This Excel course is for you if you have not previously worked with spreadsheets or have only edited Excel spreadsheets prepared by others.

The course is aimed at those who work in or wish to work in the commercial sector.

## Fag: Oprette og anvende regneark

<b>Fagnummer:</b> 49825	<b>Varighed</b> 1 dag
<b>Faglærte og ufaglærte får tilskud.</b> <b>AMU-pris:</b> DKK 218,00	<b>Pris:</b> DKK 822,55

**Målgruppe:** Kurset retter sig mod faglærte og ufaglærte medarbejdere, der skal kunne oprette og anvende et regneark på grundlæggende niveau samt sortere og filtrere data.

**Beskrivelse:** Deltageren kan oprette nye og redigere eksisterende regneark samt foretage flytning og kopiering heraf under hensyntagen til regnearkets opbygning.

Deltageren kan desuden sortere og filtrere data i eksempelvis kundelister, lageroptegnelser, prislister eller varefortegnelser.

## Fag: Anvende regneark til beregninger og præsentation

<b>Fagnummer:</b> 49826	<b>Varighed</b> 2 dage
<b>Faglærte og ufaglærte får tilskud.</b> <b>AMU-pris:</b> DKK 436,00	<b>Pris:</b> DKK 1.385,10

**Målgruppe:** Kurset retter sig mod faglærte og ufaglærte medarbejdere, der har brug for at kunne foretage simple beregninger og præsentationer/layout i regneark.

**Beskrivelse:** Deltageren kan oprette enkle formler og formatere et regneark, så det er præsentabelt og overskueligt, samt definere sideopsætning til udskrivning af regneark.