

Reference C1056E

Language
English

Duration
10 weeks,
3 hours/week

Schedule
18:00 - 21:00

Start
cf. table page 20-21

Place
Luxembourg

Registration fee
135,- €

Compulsory in
profile 1.2

Spreadsheets 3: MS-Excel for Windows

Target audience

Every person interested in perfecting his or her knowledge by designing a project.

Learning objectives

- › Methodical design of a new workbook.
- › Personalization of the workspace.
- › Working with large worksheets.
- › Do calculations with any integrated spreadsheet functions.
- › Design userfriendly screens with the help of forms.
- › Use macros for the automation of repetitive tasks.
- › Integrate command buttons.
- › Realization and presentation of a project.

Prerequisite

Successful completion of the module «Spreadsheets 2: MS-Excel for Windows» (C1055) or proof of equivalent knowledge.

Note: Participants are allowed to pass the «Spreadsheets» test of the ECDL without any additional charge.