

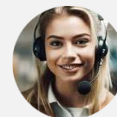
MS Excel – Basics in English



🔖 Kurs ID:
EXCELBASICS

🕒 Dauer: 1 Tag 💶 ab: € 750,00 zzgl. MwSt.

This hands-on oriented course will familiarize you with the basic handling of Microsoft Excel. You will learn to make calculations using simple formulas and functions and visualize business data with charts. We will cover efficient table design, the sparkline features and printing. This course also contains an introduction of some often-used techniques, like sorting data and conditional formatting. And of course, we will take a closer look on the newly introduced features of the latest Excel version.

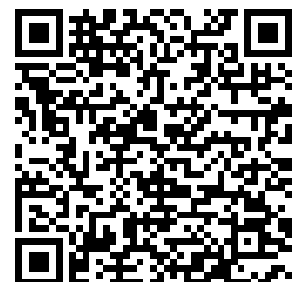


Sie haben Fragen?

+43 50 4510-0

Mo-Do 8-17 Uhr, Fr. 8-14 Uhr

Kursdetails



Kursinhalte

Increase your Efficiency

- Working with the Ribbon
- Efficiency Tipps for your daily work
- Customizing the Status Bar
- Freeze Panel and Split the Table

Working with Functions and more

- Important basic Functions like SUM and AVERAGE
- Relative and absolute Cell References
- Partial Summation



tecTrain ist ein zertifiziertes Schulungsinstitut
nach Ö-Cert, dem Qualitätsrahmen für die
Erwachsenenbildung in Österreich

- IF-THEN-ELSE Function

The Swiss Army Knife: Strg + T

- Format and adjust your tables
- Working with slicers and the summary row

Extend your Excel-Toolset

- Conditional Formatting
- Sorting and Filtering
- Create and edit Diagrams
- Sparklines
- Setup Printing
- Tipps&Tricks

Voraussetzungen

General working with Microsoft Windows

Zielgruppe

Business workers, who want to learn the basic approach to Microsoft Excel.

Abschluß

Nach Seminarabschluss erhalten Sie ein tecTrain-Teilnahmezertifikat.