



MS Excel – Basics in English (EXCELBASICS)

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 new sparkline features and printing. The course also contains an introduction of some often-used advanced 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.

INHALTE

- Working with the Ribbon
- Tips to increase your Efficiency
- Important basic Functions like SUM and AVERAGE
- Customizing the Status Bar
- Conditional Formatting
- Sorting and Filtering
- Relative and absolute Cell References
- Partial Summation
- IF-THEN-ELSE Function
- Create and edit Diagrams
- Sparklines
- Freeze Panel
- Quick Analysis
- New Chart Types
- Setup Printing

ZIELGRUPPE

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

VORAUSSETZUNGEN

General working with Microsoft Windows

ABSCHLUSS

Nach Seminarabschluss erhalten Sie ein tecTrain-Teilnahmezertifikat.

PREIS P. P.

€ 650,- (zzgl. MwSt.)

DAUER

2 Tage (09:00 - 17:00 Uhr)

SIE HABEN FRAGEN?

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<https://www.tectrain.at/seminare/microsoft-office/microsoft-excel/microsoft-excel-basics-working-with-tables-training-in-english>



