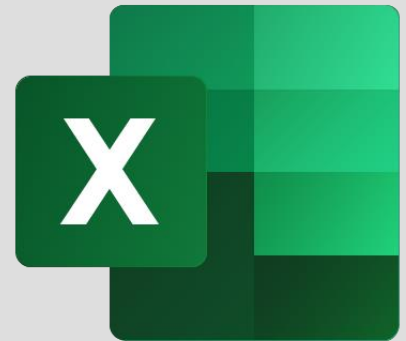


# E-LEARNING - MICROSOFT EXCEL BASIC 365

## PRODUCT INFORMATION

In this training course, you will learn Excel from the ground up. You will first become familiar with the structure of Excel, in other words workbooks (i.e. files), worksheets, tables, columns, rows and cells. You will see how to fill these elements with data and how to edit and format them. Next, you will learn about formulas and functions that you can use to perform calculations in individual cells and about charts with which you can visualize your content. Finally, you will learn how Excel supports you in performing quality checks and when printing your tables.



## Parameters

<b>Version</b>	4.0
<b>Duration</b>	approx. 4:51 h
<b>Release</b>	1 July 2019

# Table of Contents

## Workbooks

---

Creating and managing new workbooks

---

Creating and editing worksheets

---

Edit cells

---

Editing columns and rows

---

## Tables

---

Creating tables

---

Working with tables

---

Sorting tables

---

Filter with slicers

---

Filtering tables

---

## Formatting

---

Styles and templates

---

Formatting numbers

---

Formatting cells

---

Conditional formatting

---

Formatting pages

---

## Formulas and functions

---

Formula basics

---

External cell references

---

Simple formulas

---

Simple functions

---

## Charts

---

Creating a chart

---

Editing a chart

---

Editing chart elements

---

Sparklines

---

## Finishing touches

---

Reviewing and corrections

---

Preparing for printing

---

Printing

---