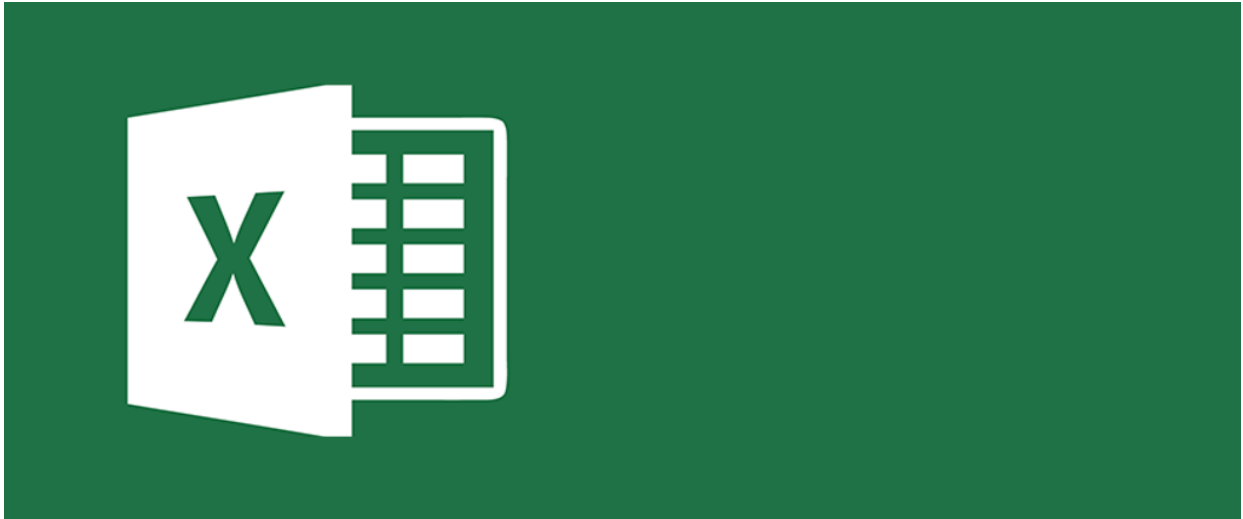


E-LEARNING - EXCEL BASIC

PRODUCT INFORMATION - OFFICE 2019 / OFFICE 2016



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

| | |
|-----------------|------------|
| Version | 3.5 |
| Duration | 7:05 h |
| Release | April 2019 |

TABLE OF CONTENTS

PRETEST

WORKBOOKS

Creating and managing new workbooks

Creating and editing worksheets

Edit cells

Editing columns and rows

Chapter test

TABLES

Creating tables

Working with tables

Sorting tables

Filtering tables 1

Filtering tables 2

Chapter test

FORMATTING

Styles and templates

Formatting numbers

Formatting cells

Conditional formatting

Formatting pages

Chapter test

FORMULAS AND FUNCTIONS

Formula basics 1

Formula basics 2

Simple formulas

Simple functions

Chapter test

CHARTS

Creating a chart

Editing a chart

Editing chart elements

Sparklines

Chapter test

FINISHING TOUCHES

Reviewing and corrections

Preparing for printing

Printing

Chapter test

FINAL TEST

30 Questions
