

## Microsoft Excel 365 for Beginners (E365E)

**ID E365E Price 490.— €(excl. tax) Duration 1 day**

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### Course Overview

Learn with this compact course quickly and without ballast, how you can easily perform calculations with Excel and create meaningful tables and charts. Supported by easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with Excel.

Already on the first pages you will learn all the basic aspects of Excel with the help of an easy-to-follow example, e.g. entering, calculating and formatting data, creating descriptive diagrams and saving and printing tables. Thus, after the first chapter, you will not only have understood the basics of working with Excel, but also experienced them in practice.

After this quick sense of achievement and the basic overview of the possibilities of Excel, you will gradually learn all Excel features that can be of importance in later practice - from the use of formulas and functions to sorting and filtering. In this way, you can easily expand your Excel skills step by step according to your personal requirements. In addition, "Excel 2019 - Basic course compact" also provides you with valuable services as a quick reference book time and again.

- Basics of table editing
- Format cells
- Working with formulas and functions
- Create diagrams
- Manage and print workbooks
- Sort and filter data

Tailored to the learning topics in "Excel 2019 - Basic course compact", with BuchPlus you receive a comprehensive, digital media package with learning videos, accompanying files, knowledge tests, further exercises, additional learning content and quick overviews of the most important commands.

### Course Content

- 1 Get to know Excel
- 2 Basic techniques
- 3 Working with formulas
- 4 Format cells
- 5 Fill, Copy and Move
- 6 Edit table view and structure
- 7 Working with simple functions
- 8 Create and design diagrams
- 9 Print tables with individual settings
- 10 Use workbooks effectively
- 11 Sort and filter data

### Detailed Course Outline

#### 1 Get to know Excel

- 1.1 What is Excel
- 1.2 Excel starten
- 1.3 Enter and calculate data
- 1.4 Format data
- 1.5 Create diagram
- 1.6 Print table and diagram
- 1.7 Excel legs

#### 2 Basic techniques

- 2.1 Excel windows at a glance
- 2.2 Using the ribbon
- 2.3 Field What would you like to do? use
- 2.4 Entering data in the spreadsheet
- 2.5 Entering date and time information
- 2.6 Modify and delete cell contents
- 2.7 Changing the column width or row height
- 2.8 Selecting cells
- 2.9 Undo actions
- 2.10 Print worksheets
- 2.11 Saving and closing workbooks
- 2.12 Creating and opening workbooks
- 2.13 Exercise

#### 3 Working with formulas

- 3.1 Structure and input of formulas
- 3.2 SUM function

- 3.3 Inserting cell references by pointing in formulas
- 3.4 Edit formulas
- 3.5 Exercise

#### 4 Format cells

- 4.1 Basic knowledge of formatting
- 4.2 Defining fonts and font properties
- 4.3 Aligning, indenting and rotating cell contents
- 4.4 Line breaks and merged cells
- 4.5 Using frames and lines
- 4.6 Assign fill color or pattern
- 4.7 Formatting numbers
- 4.8 Assign date and time formats
- 4.9 Formatting tips
- 4.10 Exercise

#### 5 Fill, Copy and Move

- 5.1 Repeat and auto complete
- 5.2 Moving and copying with the mouse
- 5.3 Moving and copying using the clipboard
- 5.4 Using the fill-in function
- 5.5 Working with the flash preview
- 5.6 Relative, absolute and mixed references
- 5.7 Exercises

#### 6 Edit table view and structure

- 6.1 Hiding or showing columns or rows
- 6.2 Inserting or deleting columns or rows
- 6.3 Insert or delete cells
- 6.4 Exercise

#### 7 Working with simple functions

- 7.1 Structure and input of functions
- 7.2 Selection of simple functions
- 7.3 Calculating with simple functions
- 7.4 Using the function library
- 7.5 Exercise

#### 8 Create and design diagrams

- 8.1 Basic knowledge of diagrams
- 8.2 Create recommended diagrams
- 8.3 Creating a diagram with a specific diagram type
- 8.4 Swapping the arrangement of the diagram data
- 8.5 Changing the size and position of a diagram object
- 8.6 Move diagram to a diagram sheet
- 8.7 Designing a diagram with a quick layout
- 8.8 Using chart format templates
- 8.9 Exercise

#### 9 Print tables with individual settings

- 9.1 Checking print pages with the print preview
- 9.2 Making basic page layout settings
- 9.3 Set advanced print settings
- 9.4 Defining page breaks
- 9.5 Headers and footers
- 9.6 Defining column and row titles
- 9.7 Exercise

#### 10 Use workbooks effectively

- 10.1 Working with workbooks
- 10.2 Moving and copying worksheets
- 10.3 Defining the display of the worksheets
- 10.4 Cell references to other spreadsheets
- 10.5 Cell references to other workbooks
- 10.6 Using links
- 10.7 Adding comments to tables
- 10.8 Protect workbooks
- 10.9 Protecting worksheets and cells
- 10.10 Exercises

#### 11 Sort and filter data

- 11.1 Sorting tables
- 11.2 Sorting tables by formatting
- 11.3 Basic knowledge AutoFilter
- 11.4 Using predefined search criteria in AutoFilter
- 11.5 Using the AutoFilter list
- 11.6 Filter by formatting
- 11.7 Exercise

# About Fast Lane



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