



Microsoft Excel

Seminar objective

Microsoft Excel, as a component of the Microsoft Office suite, is a program designed for the quick yet professional and effortless management of spreadsheets. This seminar aims to provide you with the necessary knowledge required for creating, analyzing, and presenting data in Excel. You will acquire fundamental skills that will enable you to effectively process data to produce meaningful results and professionally visualize them.

Seminar content

- Using the Excel Ribbon
- Spreadsheet basics
- Structure of a table
- Moving a table
- Data entry and processing
- Simple formulas and cell references
- Cell formats
- Effective work with formulas and functions
- Relative and absolute references
- Printing, print design
- If function
- S-reference
- Group mode
- Simple diagrams

Target audience

This seminar is specifically designed for PC users who have not yet gained experience in electronic spreadsheet management with Microsoft Excel.

Course ref.

IT7790-13

Participants

not more than 9 participants

Schedule

1. Day: 09:00 - 17:00

2. Day: 09:00 - 17:00

Location & dates

by agreement

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift