

# 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

<b>Version</b>	3.5
<b>Duration</b>	7:05 h
<b>Release</b>	April 2019

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