



Das Excel-Profinseminar (German Edition)

Reinhold Scheck

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Dieses Buch vermittelt Inhalte, die einem 6- bis 10-tägigen Seminar für fortgeschrittene Excel-Anwender entsprechen - geeignet für die Versionen Excel 2010, 2007 und 2003. Systematisch und methodisch lernen Sie komplexe Excel-Lösungen zu erstellen. Profitieren Sie von der langjährigen Praxis- und Seminarerfahrung des Autors.

Im praktischen Teil A erlernen Sie zunächst Schritt für Schritt wesentliche Methoden, wie komfortable und effiziente Arbeitsweisen, das Erstellen, Überarbeiten, Verschachteln und Prüfen von Formeln, Rechnen mit Kalenderdaten und Uhrzeiten, Nutzen der vielfältig einsetzbaren Textfunktionen und etliches mehr. Auf Basis dieser Methoden werden im Rahmen der Praxisbeispiele zügig anspruchsvolle Excel-Lösungen erstellt.

Im technischen Teil B finden Sie komprimierte Basisinformationen zu den im Seminar vermittelten Inhalten (z. B. zum Einsatz von Funktionen, zu grafischen Objekten, Zahlenformaten, Bereichsnamen,, Steuerelementen, Diagrammelementen etc.). Dieser Teil enthält die notwendigen Grundlagen für die praktische Arbeit in Teil A und dient als Nachschlagewerk für den täglichen Einsatz von Excel.

Das Buch behandelt die Versionen 2010, 2007 und 2003 und ist mit geringen Einschränkungen auch für ältere Excel-Versionen nutzbar.

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