

Microsoft Excel Basic - englisch

Trainings-ID: **MEB-E**

Wissensgarantie: **12 Monate** ⓘ

Ort: **Wien, Online**

[Zum Seminar →](#)

Das nehmen Sie mit

This seminar provides the necessary knowledge to successfully create tables with Microsoft Excel. Furthermore, easy formula calculations, as well as the different formatting variants are worked through.

After completing this seminar, participants will have knowledge on the following topics:

- Getting to know Excel
- First steps with Excel
- Designing tables
- Changing the table structure
- Performing calculations with formulas
- Using functions
- Create charts
- Printing spreadsheets
- Tips and tricks

ETC goes green

As a contribution to conscious environmental protection, ETC has dispensed with printed documents for this seminar since 01.11.2019. Included in the seminar price is access to Video Based Trainings (VBTs): www.trainit.biz. If you would like to receive a printed document in addition to the VBT, this can be purchased from us at any time for a contribution towards costs of € 25,- (excl. VAT). Please contact us at [\[email protected\]](#).

Zielgruppen

This seminar is designed for people who want to get an introduction to Microsoft Excel and create various tables with Excel.

- Information Worker

Wichtige Informationen

We train the latest version of the program and during the seminar we show the differences in functionality with older versions.

Alternative learning formats

- Video Based Training (self-study)

Termine & Optionen

Datum	Dauer	Ort	Angebot	Preis
08.05.2025-09.05.2025	2 Tage	Wien	Trainingspreis (Vor Ort)	€ 750,-
08.05.2025-09.05.2025	2 Tage	Wien	Trainingspreis (Online)	€ 750,-
15.09.2025-16.09.2025	2 Tage	Wien	Trainingspreis (Vor Ort)	€ 750,-
15.09.2025-16.09.2025	2 Tage	Wien	Trainingspreis (Online)	€ 750,-
17.11.2025-18.11.2025	2 Tage	Wien	Trainingspreis (Vor Ort)	€ 750,-
17.11.2025-18.11.2025	2 Tage	Wien	Trainingspreis (Online)	€ 750,-