



Microsoft Office Excel 2007 для пользователя

Программа курса

Базовый тренинг

Тренинг предназначен для людей, не имеющих практических навыков работы с приложениями пакета MS Office 2007 и только начинающих использовать MS Excel в своей профессиональной деятельности. В процессе изучения материала курса, слушатели последовательно ознакомятся с особенностями данной версии MS Excel, овладеют основными приемами работы с электронными таблицами, научатся автоматизировать ввод данных и проводить вычисления над ними, а также анализировать данные с помощью сводных таблиц.

Введение

- Введение: о чем пойдет речь
- Знакомство с аудиторией
- Материалы курса
- Требования к слушателям курса
- Структура тренинга
- Программа MOUS
- Логистика

Модуль 1. Знакомство с MS Excel 2007

- Запуск и завершение работы MS Excel 2007
- Интерфейс пользователя MS Office 2007. Элементы окна MS Excel
- Открытие, создание и сохранение документа. Форматы файлов MS Excel
- Структура рабочей книги. Диапазоны и листы
- Закрепление областей таблиц
- Подготовка документа к печати, предварительный просмотр и печать
- Практическая работа
- Подведение итогов
- Контрольные вопросы

Модуль 2. Основы работы с электронными таблицами

- Основные и производные данные
- Связные и несвязные диапазоны
- Операции над ячейками: выделение, копирование, вставка, перемещение и очистка содержимого ячеек, строк, столбцов и листов
- Операции над листами: навигация по листам, переименование, перемещение, копирование и вставка листов, цветные ярлыки
- Работа с несколькими листами рабочей книги. Понятие трехмерного диапазона
- Скрытие листов, строк и столбцов
- Поиск и замена данных
- Практическая работа

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