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Sonstiges Note 1 3 Helmut Schmidt Universität der Bundeswehr Hamburg Lehrstuhl für Informatik Veranstaltung Office für Dummies Sprache Deutsch Abstract 1 Inhaltsverzeichnis 2 2 Bezeichnungen in Excel 4 3 Bewegen und Markieren im Tabellenblatt 6 3 1 Bewegen im Tabellenblatt mit Tastenkombinationen 6 3 2 Markieren im Tabellenblatt mit Tastenkombinationen 6 4 Verändern der Tabelle 7 4 1 Einfügen von Spalten Zeilen und Tabellenblättern 7 4 2 Löschen von Spalten Zeilen und Tabellenblättern 7 5 Formatierungen in Excel 8 5 1 Allgemeines 8 5 2 Benutzerdefiniertes Zahlenformat 8 5 3 Beispiel für ein benutzerdefiniertes Zahlenformat 11 6 AutoAusfüllen in Excel 12 7 Formeln in Excel 13 8 Absolute und relative Bezüge 14 8 1 Kopieren von Formeln und Funktionen 14 8 2 Definition relative Bezüge 14 8 3 Definition absolute Bezüge 15 9 Funktionen 16 9 1 Summenfunktion 16 9 2 Funktionsassistent 16 9 3 Statistische Funktionen 17 9 4 Weitere Funktionen Auswahl 17 9 5 WENN Funktion 18 9 6 WENN Funktion mit Text 18 9 7 WENN Funktion mit absoluten Bezügen 19 9 8 Funktion SVERWEIS 20 10 Duplikate finden 22 11 Sortieren 24 11 1 Daten sortieren 24 11 2 Benutzerdefinierte Sortierreihenfolge 24 12 Daten filtern mit dem AutoFilter 25 13 Bedingte Formatierung 26 14 Zellformatierung bereinigen bei Datenimport 28 15 Rechnen mit Datumsangaben 29 16 Zeilen fixieren 30 17 Ausdruck 31 18 Beispiel Altersberechnung in Excel 33 19 Beispiel zwei Tabellen zu einer verbinden 34 20 Beispiel Text verketteten 35 21 Beispiel Text trennen 36 **c't**

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