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Mit diesem Buch erhalten Sie Schritt für Schritt alle wichtigen Arbeitstechniken zur Bedienung von Excel. Sie erlernen die Eingabe von Daten, die Formatierung von Zellen und erfahren, wie Sie mit Formeln und Funktionen Berechnungen durchführen. Das Arbeiten mit Diagrammen, sowie Techniken zum Arbeiten mit großen Datenmengen runden den Excel-Einstieg ab. Hinweise auf typische Fehler sowie praxisnahe Übungen mit Lösungshinweisen helfen Ihnen Excel schnell zu beherrschen.

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