

Конспект

Работа с документи в Microsoft

Excel

1. Introduction to the course.
 - Introduction to Microsoft Excel.
 - Installation and beginning.
2. Modifying columns, rows, cells.
 - Formatting cells.
 - Saving.
3. Creating simple formulas.
 - Worksheet basics.
 - Printing.
4. Creating complex formulas.
 - Working with Basic functions.
 - Sorting data.
5. Outlining data.
 - Filtering data.
 - Formatting tables.
6. Project