Haben Sie bereits Erfahrungen mit Tabellenkalkulationsprogrammen gemacht? Wenn ja, wo haben Sie EXCEL schon verwendet?





Eine Antwort auf die Frage "was ist eigentlich Tabellenkalkulatiom?" gibt Ihnen das Video unter www.trauner.st/aim. "v6.aspe.





1 Das Tabellenkalkulationsprogramm EXCEL



Sarah hat im Sommer als Praktikantin in einem Hotel gearbeitet und ein bisschen Geld verdient. Sie möchte den Überblick über ihre Ausgaben bewahren. Ihre Schwester rät Ihr, EXCEL zu benutzen.



Meine Ziele

Nach Bearbeitung dieses Kapitels kann ich

- das Arbeitsprinzip eines Tabellenkalkulationsprogramms erklären;
- die Elemente der Benutzeroberfläche von EKCEL bedienen und richtig einsetzen:
- Arbeitsmappen mit Blättern erstellen und speichern.

1.1 Arbeitsprinzip

Das Arbeitsprinzip eines Tabellenkalkulationsprogramms lässt sich ganz leicht erklären. Es funktioniert wie ein elektronisches Rechenheft, in einem Tabellenkalkulationsprogramm können verschiedene Arten von Berechnungen einfach und rasch durchgeführt werden. Bei Änderungen von Werten wird das Ergebnis sofort neu berechnet. Vergleichen Sie dazu die folgenden Abbildungen.

Rechenheft	Tabellenkalkulations programm							
	1		-	-	-	-	100	160
		:		Delta			Baranin	
Ein Rechenheft besteht aus karierten Seiten.	Sp. Zei	alten Ben g	und Za enann	eilen. D	He Sch	inittpu	n bestel nkte we arte Zel	rden

Beim Rechnen im Heft läuft der Rechenvorgang im Kopf ab, während bei der Tabellenkalkulation der Rechenvorgang (die Formel) im Arbeitsbereich steht.

Rechenheft	Tabellenkalkulations programm					
25 - 48 73	1 2 22 45 5 67					
Andert sich der Ausgangswert der Rechnung, muss alles nochmals berechnet werden.	Bei einer einmal eingegebenen Formel können Werte beliebig geändert werden. Das neue Ergebnis wird sofort angezeigt.					

Officemanagement Angewandte Informatik Textverarbeitung Tabellenkalkulation

Karin Nielsen-Saines

Officemanagement Angewandte Informatik Textverarbeitung Tabellenkalkulation:

Officemanagement & Angewandte Informatik HAS 3, Schulversuch Martin Bauer, Helga Geyrecker, Maria Planckh, Wolfgang Apfler, 2014 Officemanagement und Angewandte Informatik HLW II, Schulversuch Martin Bauer, Helga Geyrecker, Maria Planckh, 2015 Officemanagement und angewandte Informatik, 2013 Officemanagement & Angewandte Informatik HAS 2,2015 Officemanagement und Angewandte Informatik HLW III Martin Bauer, Helga Officemanagement & Angewandte Informatik HAS 1,2015 Geyrecker, Maria Planckh, Wolfgang Apfler, 2017 Officemanagement und angewandte Informatik ,2012 Officemanagement & Ang. Informatik HLW II mit SbX-CD, Schulversuch Wolfgang Apfler, Martin Bauer, Helga Geyrecker, Maria Planckh, 2016 Verordnungsblatt für den Dienstbereich des Bundesministeriums für Bildung, Wissenschaft und Kultur Österreich Bundesministerium für Bildung, Wissenschaft und Kultur, 2006 Nachrichten für Dokumentation ,1985

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