

Excel für Kinder

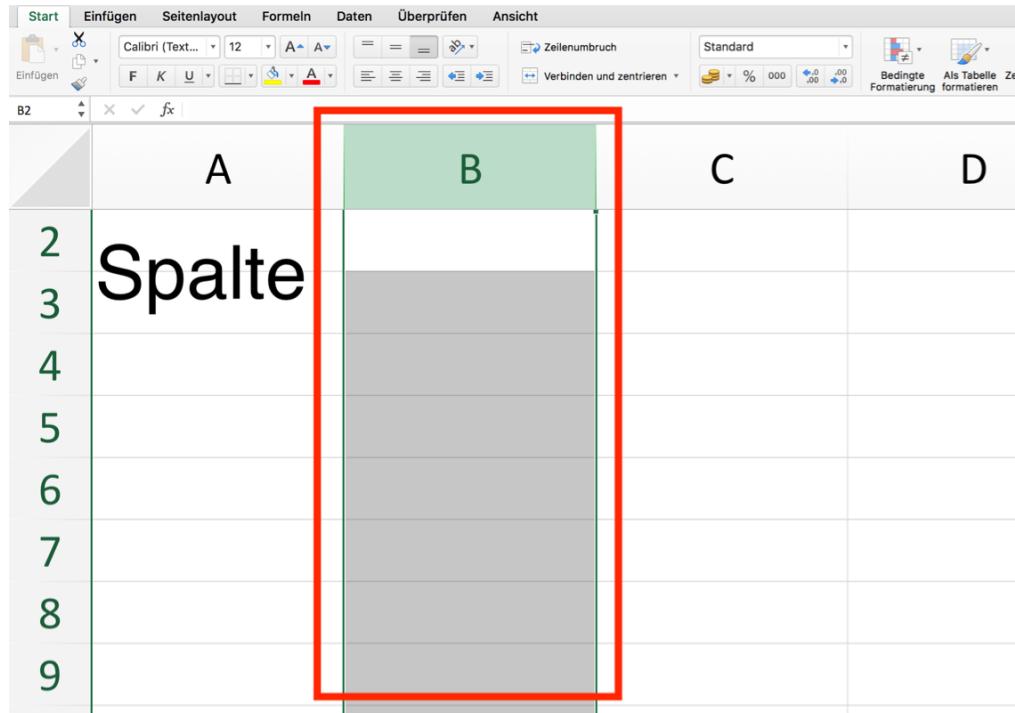
Für den Excel-Kurs an der HECTOR-Kinderakademie Lauffen

Excel Symbole

- Symbole um Excel zu Starten oder Excel Dateien zu unterscheiden

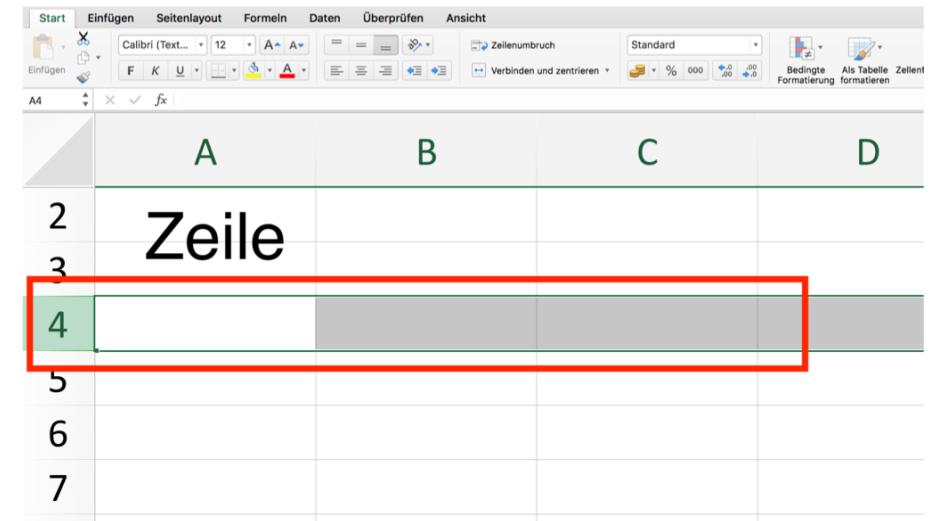


Zeilen/Spalten/Zellen



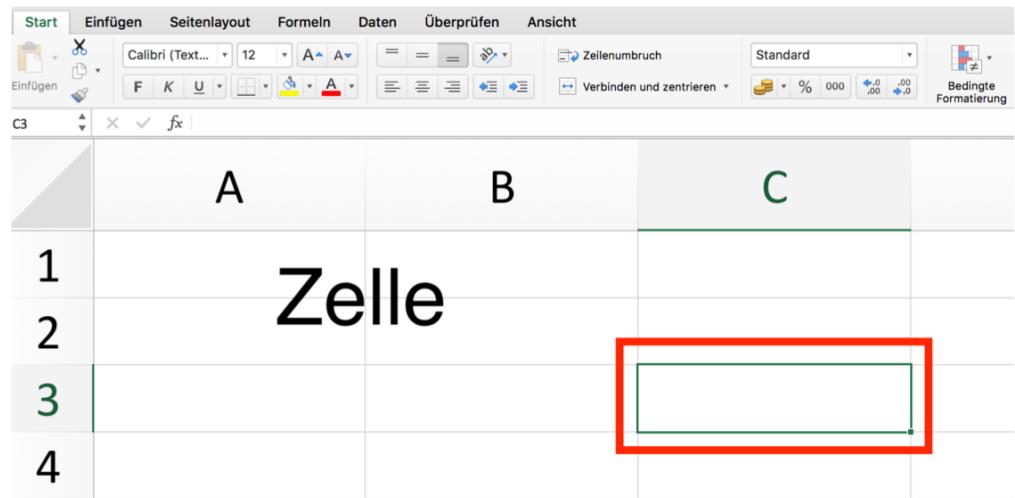
A screenshot of Microsoft Word showing a table with four columns (A, B, C, D) and 10 rows. The word "Spalte" is written in bold black font in the B2 cell. The B column is highlighted with a red border. The table has a green header row.

	A	B	C	D
2		Spalte		
3				
4				
5				
6				
7				
8				
9				



A screenshot of Microsoft Word showing a table with four columns (A, B, C, D) and 10 rows. The word "Zeile" is written in bold black font in the A4 cell. The A row is highlighted with a red border. The table has a green header row.

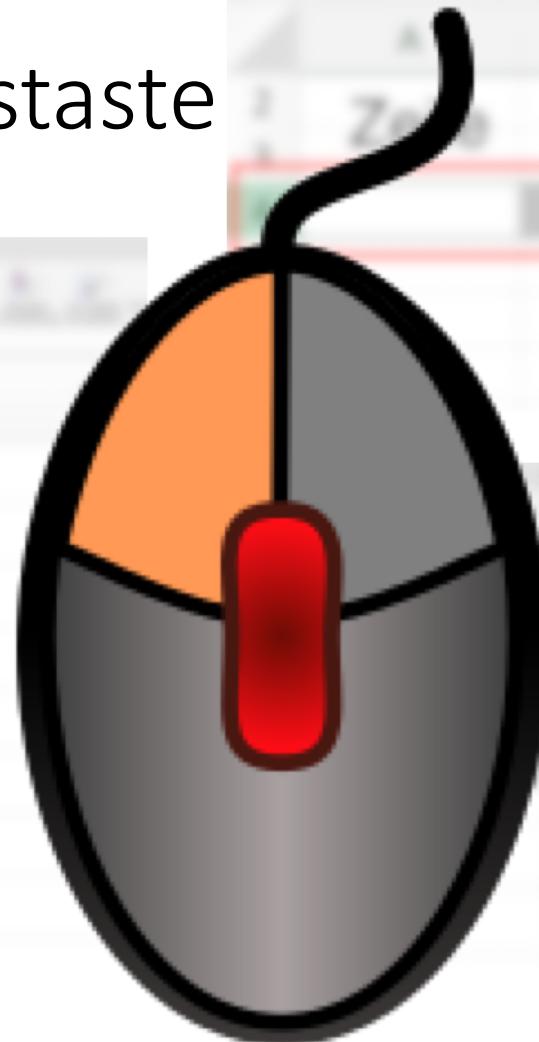
	A	B	C	D
2				
3				
4	Zeile			
5				
6				
7				



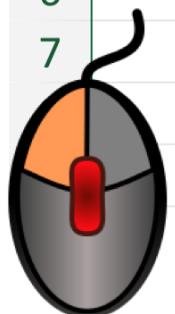
A screenshot of Microsoft Word showing a table with three columns (A, B, C) and 10 rows. The word "Zelle" is written in bold black font in the C3 cell. The C3 cell is highlighted with a red border. The table has a green header row.

	A	B	C
1			
2			
3			Zelle
4			

Mit der linken Maustaste



Zeilen/Spalten/Zellen

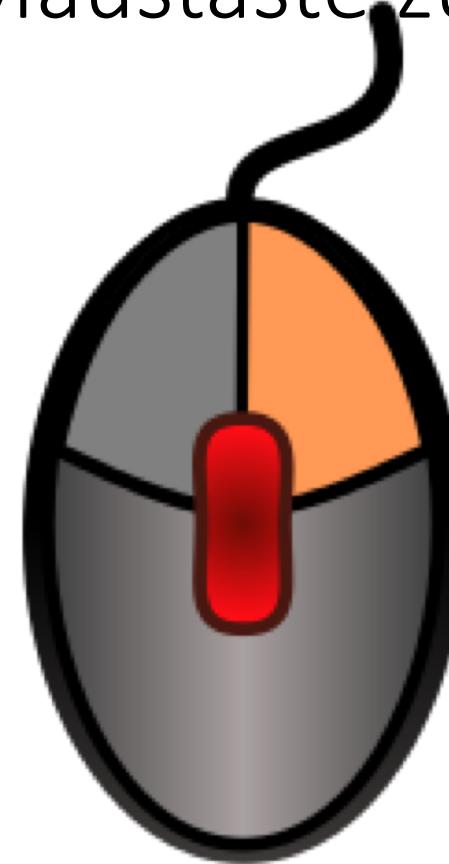


	A	B	C	D
2	Spalte			
3				
4				
5				
6				
7				

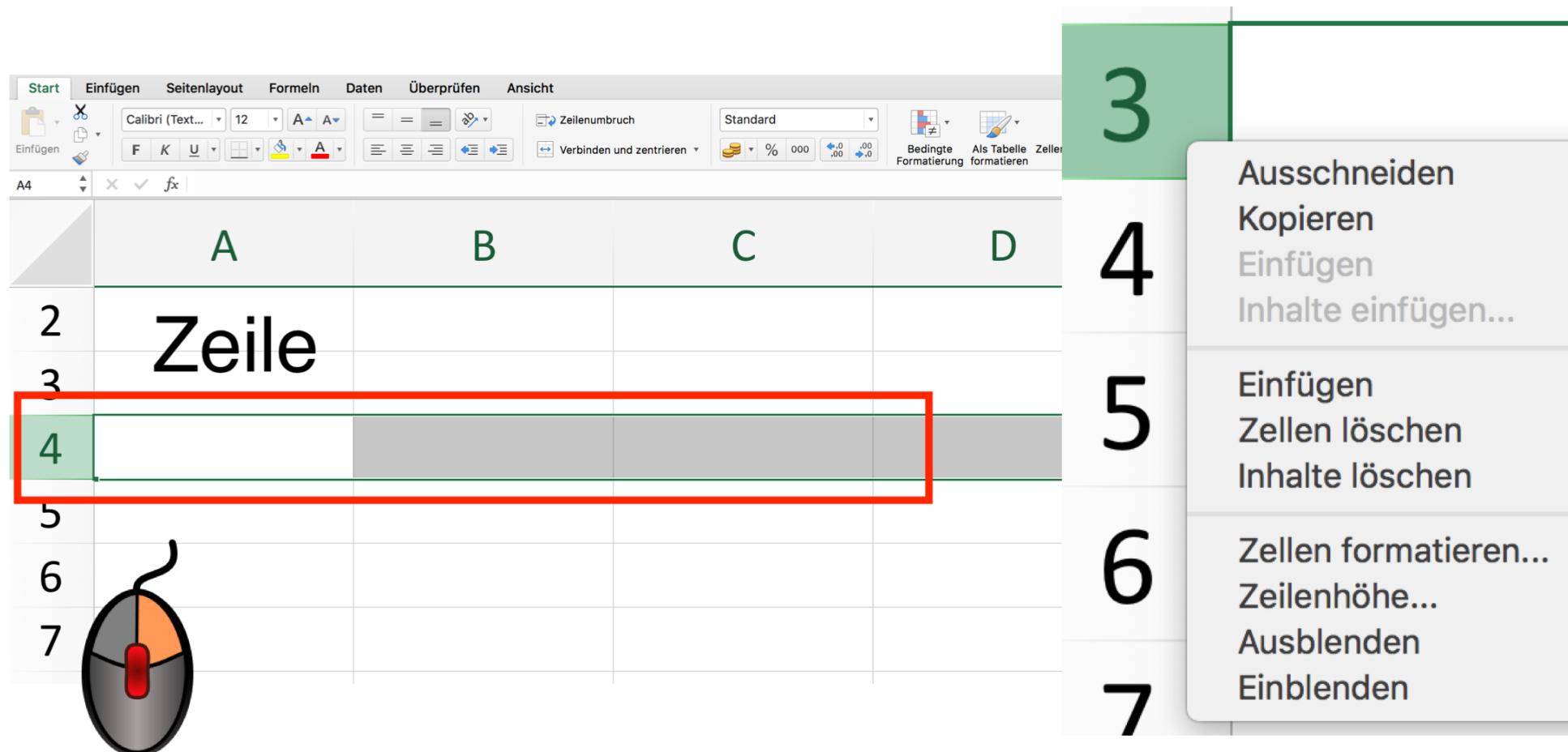
	A	B	C	D
2	Zeile			
3				
4				
5				
6				
7				

	A	B	C
1	Zelle		
2			
3			
4			

Mit der **rechten** Maustaste zum Textfenster



Rechte Maustaste auf eine Zeile



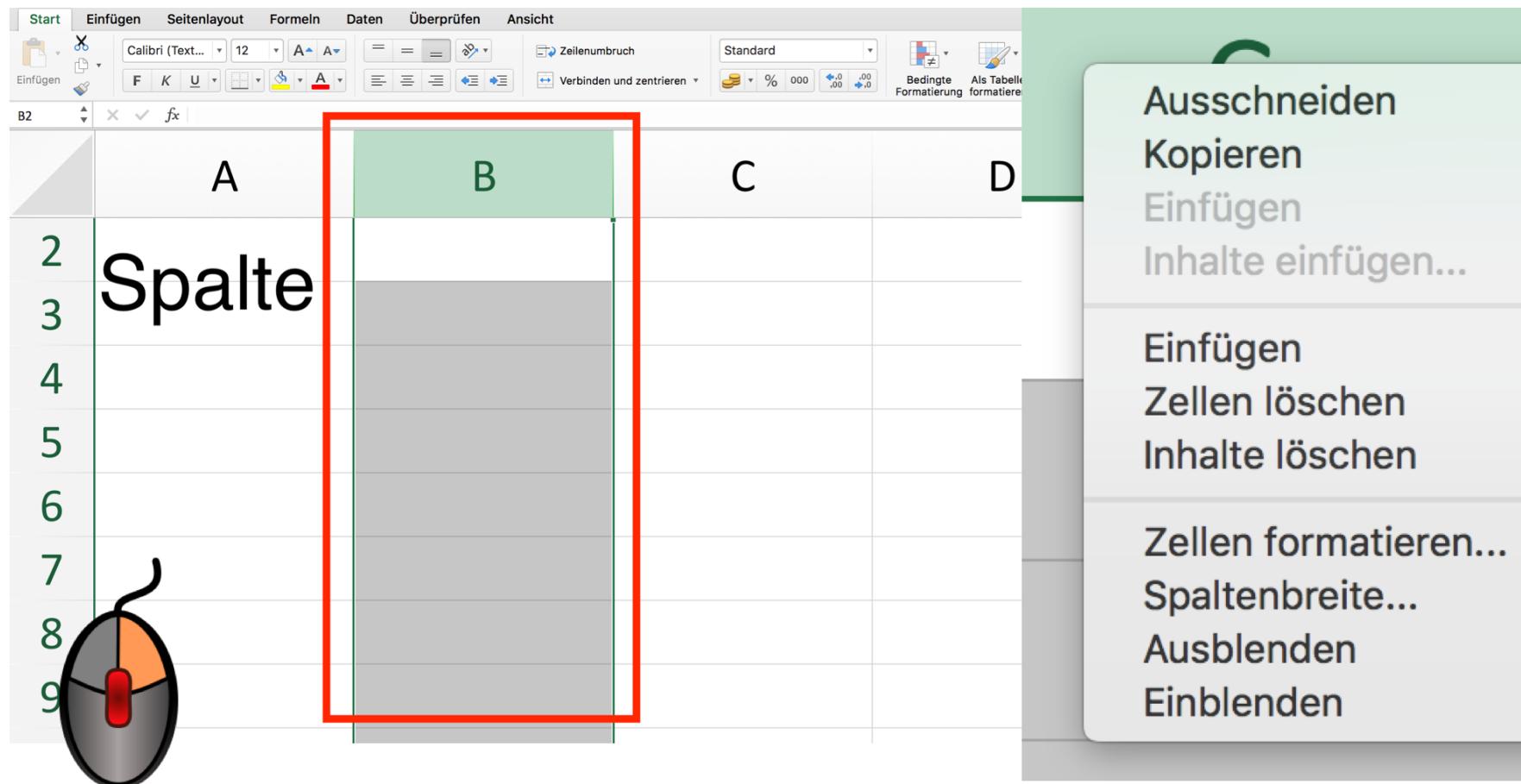
A screenshot of a Microsoft Word document. The ribbon is visible at the top with tabs like Start, Einfügen, Seitenlayout, Formeln, Daten, Überprüfen, and Ansicht. The document contains a table with four columns labeled A, B, C, and D. The first row has cells with the numbers 3, 4, 5, and 6. The second row has cells with the numbers 2, 3, 4, and 5. The third row has cells with the numbers 1, Zeile, 4, and 5. The fourth row has cells with the numbers 0, 0, 0, and 0. A red box highlights the fourth row. A context menu is open over the cell containing 'Zeile' in row 3, column A. The menu items are numbered 3 through 7. The menu items are:

- 3 Ausschneiden
- 4 Kopieren
- 5 Einfügen
- 6 Inhalte einfügen...
- 7 Einfügen
- 8 Zellen löschen
- 9 Inhalte löschen
- 10 Zellen formatieren...
- 11 Zeilenhöhe...
- 12 Ausblenden
- 13 Einblenden

A mouse cursor is shown at the bottom left, pointing towards the red box.

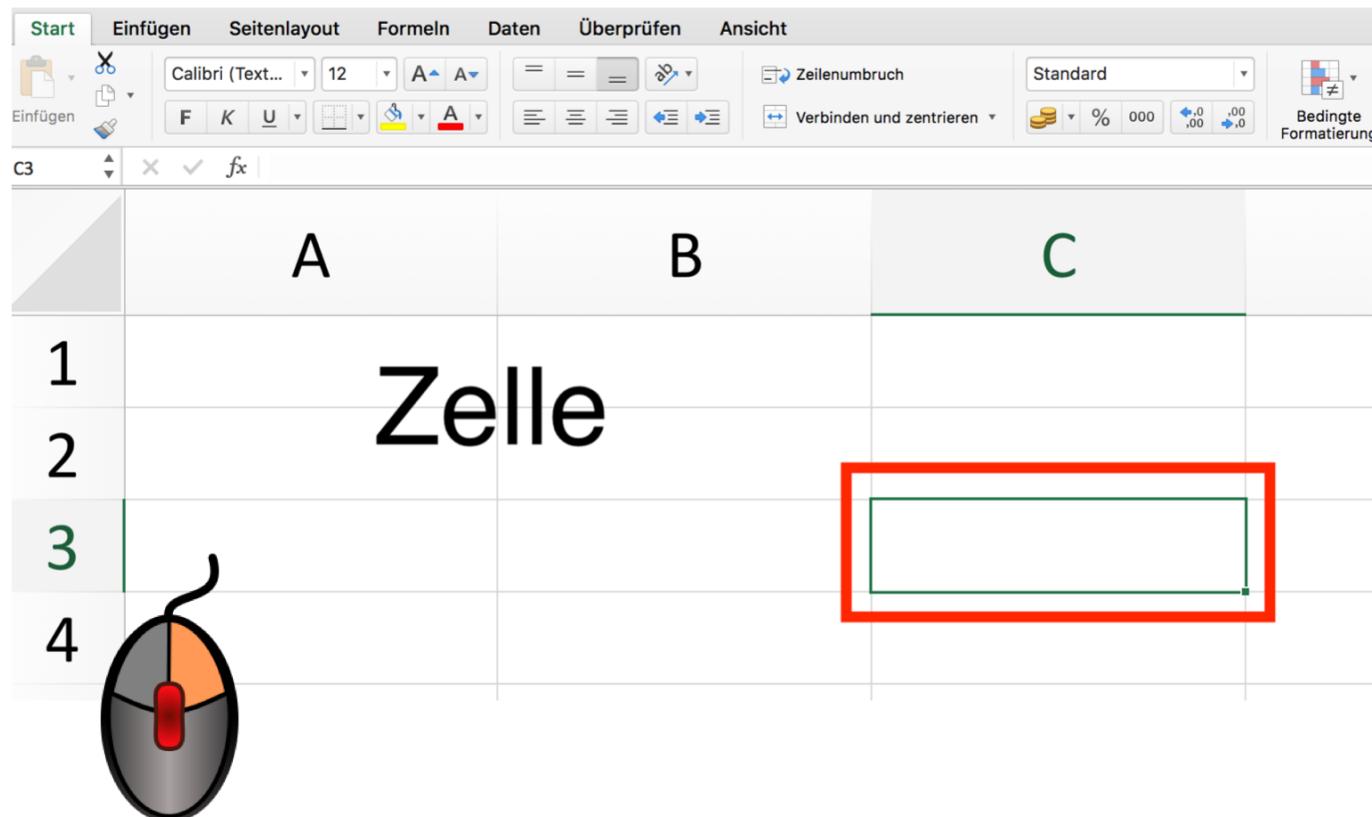
	A	B	C	D
3	3	4	5	6
2	2	3	4	5
1	Zeile	4	5	0
0	0	0	0	0

Rechte Maustaste auf eine Spalte



A screenshot of a Microsoft Excel spreadsheet. The spreadsheet has four columns labeled A, B, C, and D. The first row has labels A, B, C, and D. The second row has the number 2. The third row has the word 'Spalte'. The fourth row has the number 4. The fifth row has the number 5. The sixth row has the number 6. The seventh row has the number 7. The eighth row has the number 8. The ninth row has the number 9. A red mouse cursor is pointing at the column B header. A context menu is open over column B, with the word 'Spalte' written vertically on the left side of the menu. The menu items are: Ausschneiden, Kopieren, Einfügen, Inhalte einfügen..., Einfügen, Zellen löschen, Inhalte löschen, Zellen formatieren..., Spaltenbreite..., Ausblenden, and Einblenden. The menu has a green header bar with the letter 'C' on it.

Rechte Maustaste auf eine Zelle



A screenshot of a Microsoft Excel spreadsheet. The spreadsheet has three columns labeled A, B, and C, and four rows labeled 1, 2, 3, and 4. The cell in row 2, column B (B2) contains the text "Zelle". A context menu is open over this cell, with a red box highlighting the cell's border. The menu itself has a green border. The menu items are as follows:

- Ausschneiden
- Kopieren
- Einfügen
- Inhalte einfügen...
- Intelligente Suche...
- Thesaurus...
- Einfügen...
- Zellen löschen...
- Inhalte löschen
- Filter
- Sortieren
- Kommentar einfügen
- Zellen formatieren...
- Dropdown-Auswahlliste...
- Namen definieren...
- Link...
- Zusätzliche Aktionen

The Excel ribbon is visible at the top, showing the "Start" tab is selected. The formula bar shows "C3". A mouse icon is visible in the bottom-left corner, pointing towards the context menu.

Quellen

- Mausbilder von
https://commons.wikimedia.org/wiki/File:Left_clicked_mouse.svg

