Training Courses in SAP –
Basics and Navigation

With training courses tailor-made for the specific user requirements, FIS offers you a wide range of SAP training programs. The training courses address different target groups. Depending on the current situation in your company, you can choose between standardized seminars and training courses individually tailored to your requirements.

1   Basics and navigation in SAP (level 1, course 250)

Learning target: Navigation and SAP standard basics
Prerequisite: no SAP knowledge required
Duration: 1 day

Training content:

- Logon
- SAP Easy Access
- The SAP window
    - Screen header
    - The status bar (screen footer)
    - Selection buttons and checkmark fields
    - The dialog box
    - Display possible input values for an input field
    - Required entry fields and optional fields
    - Messages
- SAP Easy settings, navigation in the SAP system
- Working with several modes
- User settings
- Field helps F1, F4
- Online help
- Office functions
- Key in dropdown fields
- Print of spool requests
- Create user-defined variant
- Dynamic selections
- Adjust ALV list layout
- Terminating the SAP system

2   Individual training course

FIS organizes the training course and you define the main topics.

The FIS training professionals tailor the contents of individual training courses to the requirements of your industry, organization or internal business processes. Trainers with long-standing professional experience and practical knowledge provide you with knowledge on the selected topics.

For further information, please send an e-mail to the FIS Education Team.

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Organizational information

Training course dates
Please ask for the current dates.

Training location
The training courses will take place on your premises.

Contact
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