Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

250,00 €

PRICE INCL. VAT

307,50 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Excel 4 - Expert

Clear overview of course topics, training scope and key information.

The MS Excel - Expert course is intended for advanced MS Excel users who want to expand their knowledge with useful tricks and thus increase the effectiveness of their work.

COURSE CONTENT

01 **Databases and Tables**

advanced filter options, when to use database functions options for setting data validation and suitable use of functions intended for searching in tables

02 **Use of Logical Values and Operations with Them**

use of the find and select operation use of the text to columns operation

03 **Grouping Rows and Columns**

04 **Useful Use of Conditional Formatting**

05 **Use of OFFSET, COLUMN, ROW, RANK Functions**

06 **Pivot Tables**

advanced settings of row, column and value fields options and limitations of calculated fields and items, pivot charts

07 **Security**

options for workbook and sheet settings, use of the VeryHidden sheet property

08 **Inserting and Working with Form Objects in a Sheet, Their Use**

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09 **Useful Keyboard Shortcuts**

10 **Automated Work Using Macro Recording**

discussion

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/excel-expert