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Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

200,00 €

PRICE INCL. VAT

246,00 €

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Excel 3 - Advanced

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

The Excel for Advanced Users course is intended for all interested participants who have experience with the Excel spreadsheet processor and want to supplement or enrich themselves with new possibilities.

COURSE CONTENT

01 **New Features in MS Excel and Main Differences Compared with a Lower Version of Excel**

Review of working with formulas and functions in Excel, function syntax, nesting functions
Creating forms, controls and their connection with a cell
Options for protecting cells, a sheet and locking a file with a password
Naming a range, use in formulas and functions
Referencing cells in other sheets and files

02 **Freezing Panes**

03 **Logical Functions**

04 **IF, IFS, AND, OR**

05 **Lookup Functions**

06 **XLOOKUP, CHOOSE, XMATCH, INDEX**

07 **Mathematical and Statistical Functions**

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08 **SUMIF, COUNTIF**

09 **Text Functions**

CONCAT, FIND, SEARCH, LEFT, RIGHT, MID, SUBSTITUTE, TEXTBEFORE, TEXTAFTER

10 **Array Formulas**

Arrays and their use in formulas and functions

11 **Dynamic Arrays - RANDARRAY, UNIQUE, SORT, FILTER Functions**

12 **Working with the Advanced Filter**

Limitations of the automatic filter, entering complicated filtering conditions, use of wildcard characters in text criteria

13 **Summaries, Subtotals**

14 **Creating Simple and Nested Subtotals**

15 **Working with Pivot Tables**

Pivot table options, calculated field, grouping, sorting
Slicer, timeline

16 **Referencing Pivot Table Cells**

17 **Working with the Solver Add-In**

18 **Activating the Add-In, Optimization Tasks, Entering Constraints**

19 **Discussion**

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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-for-advanced-users