Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

150,00 €

PRICE INCL. VAT

184,50 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Excel in Practice

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

The Excel in Practice course is focused on solving practical examples in Microsoft Excel. The course is suitable for participants who need to gain an overview in a short time, orient themselves and solve common spreadsheet tasks and calculations in MS Excel.

COURSE CONTENT

01 **Overview of Options and Settings in the Program**

Main menu, toolbars, working environment settings and similar.

02 **Creating Formulas**

Rules for writing formulas, relative and absolute cell reference, reference to a cell in another sheet or document, copying cells, sequences and series, use of the Paste Special function, swapping columns for rows and vice versa, definition of custom sequences, copy formatting function

03 **Working with Data**

Sorting, filtering data using the automatic filter function, simple and compound subtotals, basics of working with a pivot table

04 **Working with Large Tables**

Splitting the window, freezing panes, splitting, merging, finding, replacing, go to, options for printing large tables

05 **Page Setup**

Appearance, margins, numbering, scaling before printing, creating a custom header and footer, repeated printing of first rows and columns

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06

Security Principles

Creating a password for file access, locking a cell and worksheet (preventing edits in a document)

07

Creating a Chart

Chart format settings, creating a chart from non-continuous data ranges, creating and using a custom chart type

08

Linking an Excel Table

To documents of other Microsoft Office programs, updating the link

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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-in-practice