Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

162,60 €

PRICE INCL. VAT

200,00 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Excel 2 - Intermediate

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

The Excel for Intermediate Users course is intended for all interested participants who want to go deeper into the possibilities of Excel and learn to use this program effectively.

COURSE CONTENT

01 **Getting Familiar with Excel, New Features and Main Differences Compared with a Lower Version of Excel**

MS Excel working environment, option to customize the quick access toolbar and ribbon
Cell formatting, creating a custom format
AutoComplete function, data validation

02 **Conditional Formatting, Combining Multiple Conditions**

03 **Writing Formulas in MS Excel**

Copying formulas, difference between relative, absolute and mixed cell reference

04 **Structured References**

05 **Basics of Working with Functions, Function Syntax**

Different ways of inserting a function - their advantages and disadvantages
Overview and examples of the most frequently used mathematical, statistical, time, logical and lookup functions

06 **Sorting, Filtering and Summaries in Microsoft Excel**

Sorting by multiple levels, by color, by a custom list
Number, text and date filters, custom filter, use of wildcard characters in text criteria

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07 **Simple Subtotals and Their Use in Practice**

08 **Pivot Table**

Creating a table, field settings, refreshing a table when data changes

09 **Creating Charts in MS Excel**

Correct setting of source data, setting the format of different chart areas, adding elements, setting style and colors, filtering a chart, option to save a chart as a template and use the template

10 **Pivot Chart**

11 **Printing**

Creating document header and footer, setting page breaks, selecting print area

12 **Saving to PDF Format**

13 **Templates in Microsoft Excel**

14 **Working with a Template - Creating a Template, Using a Template**

15 **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-intermediate