Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

616,00 €

PRICE INCL. VAT

757,68 €

including 23 % VAT

PDF SYLLABUS

Excel Professional

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

The Excel Professional course is intended for all interested participants who want to learn to use Microsoft Excel at a professional level. The promotional package consists of the following courses: Excel 2 - intermediate, Excel 3 - advanced, Excel PowerPivot and PowerQuery.

COURSE CONTENT

01 **Review and Summary of Excel Basics**

02 **Excel User Interface**

moving around a worksheet and working with sheets, selecting a continuous and non-contiguous cell range, selecting a table cell formatting format settings, creating a custom format conditional formatting combining multiple conditions

03 **Writing Formulas in MS Excel**

inserting formulas into cells, copying formulas AutoComplete function structured references difference between relative and absolute cell reference

04 **Basics of Working with Functions, Function Syntax, Nesting Functions in MS Excel**

automatic functions: sum, average, minimum, maximum, count function categories, 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

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

tool for sorting data in a table automatic filter: custom automatic filter, use of wildcard characters in text criteria simple summaries (subtotals) and their use in practice

06

Conditional Calculations and Logical Functions

IF, nesting IF, AND, OR, SUMIF, COUNTIF

07

Lookup Functions

HLOOKUP and VLOOKUP

08

Array Formulas

their use, one-dimensional and two-dimensional arrays Excel lookup functions LOOKUP, VLOOKUP, HLOOKUP, CHOOSE, MATCH, INDEX Logical functions IF, nesting IF, AND, OR Text functions CONCATENATE, FIND, SEARCH, LEFT, RIGHT, MID, SUBSTITUTE Working with automatic and advanced filter limitations of automatic filter entering complicated filtering conditions use of wildcard characters in text criteria

09

Summaries, Subtotals

creating simple and nested summaries tool for merging multiple ranges

10

Working with Pivot Tables

working with row, column, page fields and data area setting properties of a table field and also properties of the whole table multiple consolidation ranges calculated field, grouping

11

Goal Seek Function and Its Use

working with the SOLVER add-in: optimization tasks entering conditions

12

POWERPIVOT

Getting familiar with the editor for data modeling Data model Loading data into the Model Processing and editing database data import from various file types Linking tables and creating relationships Alternatives of outputs to Microsoft Excel from the Data Model Measures and creating calculated fields Key performance indicators Hierarchy and groups Slicers

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13 **POWERQUERY**

Basic structure and philosophy of the Power Query tool versus Power Pivot Working with the Power Query editor Import and loading of various types of data files Editing and transformation of data Queries Column management and reduction of records in loaded databases Database cleaning Data transformation and working with fields of type: Text, Number, Date Merging and appending queries Rules for working with the M language Export of data to Microsoft Excel Loading data directly Loading data into the Data Model Creating links DAX LANGUAGE Language syntax Basic functions (SUM vs SUMX) CALCULATE RELATED and RELATEDTABLE DISTINCTCOUNT Practical use of other DAX functions INDEX and MATCH INDIRECT and ADDRESS

14 **Date Functions**

TODAY, NOW, DATE, YEAR, MONTH DAY, DATEDIF, NETWORKDAYS

15 **Text Functions**

CODE, CHAR, TEXT, FIND, LEN LEFT, RIGHT, MID, SEARCH REPLACE, SUBSTITUTE, REPT, CONCATENATE

16 **Financial Functions**

FV, PV, PMT, RATE, NPER

17 **Information Functions**

INFO, ISNUMBER, ISERROR etc.

18 **Goal Seek Function and Its Use**

working with the SOLVER add-in optimization tasks entering conditions

19 **Creating Charts in MS Excel**

use of the wizard, chart types correct setting of source data chart options, setting and changing chart location setting the format of different chart areas pivot chart

20 **Printing**

page layout page setup, margins creating document header and footer selecting print area saving data to PDF and XPS format

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Templates in Microsoft Excel

working with a template - creating and using it discussion conclusion

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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-professional