Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Special courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

On request

PRICE INCL. VAT

On request

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Advanced Tables - Excel in Microsoft 365 (Webinar for Schools)

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

The webinar is intended for teachers of all schools and is organized in cooperation with Microsoft. Its role is to help educate and prepare teachers. It is free for all teachers at all levels.

COURSE CONTENT

01 **Lookup Functions**

Practical use of lookup functions (VLOOKUP, MATCH, INDEX)

02 **Text Functions**

Use of basic text functions in practice CONCAT, FIND, LEFT, RIGHT

03 **Working with AutoFilter**

Working with PivotTables Data Validation Table tool

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-table-processing-for-schools