

„Microsoft Excel – advanced operations”

Course description:

MS Excel training – advanced operations is addressed to people who want to use the advanced features of Excel. During the MS Excel training - advanced operations you will learn the advanced spreadsheet functions and you will gain the ability to apply them in their daily work with data.

Skills acquired during the training:

- o Working with different types of data
- o Creating advanced spreadsheets
- o Working with advanced formulas in Excel
- o Working on different data sources (data export and import)
- o Working with pivot tables
- o Working with multiple worksheets
- o Working with graphs and clear presentation of data
- o Publishing worksheets and their printing
- o Creating and working with templates
- o Advanced addressing of cells
- o Creating macros commands

Training program:

1. Refreshing the participants’ memory about the basic information of spreadsheets

2. Basic formulas in worksheets – refreshing the knowledge

- . Types of mathematical operators
- . Calculation formulas
- . Using relative, absolute and mixed addresses
- . Using the functions for solving problems in a practical way
- . AutoFormat feature and Advanced Format feature of a worksheet
- . Conditional formatting

3. The use of ready-made templates and creating the new ones

- . Creating your own templates
- . Partial protection of Excel worksheet and security options

4. Working with multiple worksheets

- . Grouping the worksheets and working with multiple sheets simultaneously
- . Consolidating data from multiple worksheets or other files
- . Excel reference to calculate multiple worksheets and files
- . Hyperlinks in worksheets

5. Calculations by using the cell range names

- . Creating names by using the method of "create"
- . Creating names by using the method of "define"
- . Calculations in a table named ranges

6. An overview of formulas in Excel based on calculation examples

- . Advanced date functions
- . Logical
- . Address search
- . Financial
- . Mathematical
- . Array functions

7. Data analysis

- . Search result method
- . Scenarios
- . Solver
- . Pivot tables

8. Validation of calculations and values in cells

- . Inspection of formulas
- . Validation - methods and applications

9. Customizing your environment

- . Editing large sheets
- . Modifying toolbars
- . Inserting page markers
- . Printing options

- . Preparing for printing large worksheets
- . Printing comments

10. Creating unusual graphs and their modification

- . Trend lines
- . Custom graph template

11. Lists and functions of databases

- . Sorting methods
- . Advanced data filtering
- . Partial sums
- . Database functions
- . Pivot table reports and pivot graphs

12. Group work

- . Working area
- . Sharing workbooks
- . Review
- . Sending worksheets by email

13. Collaboration with other applications

- . Downloading external data
- . Inserting tables into other MS Office programs

14. Macro commands

- . Macro recording
- . Assigning macros to objects
- . Creating user functions
- . Creating forms
- . Form fields
- . Creating simple applications based on MS Excel

15. Creating forms

- . Creating forms
- . Form fields
- . Creating simple applications based on MS Excel

Methodology:

- PowerPoint mini lectures
- working on computers (each participant works on a separate computer)
- mini training videos

Organizational information:

Number of training hours: 14 hours / 2 days

Time of training 9:15-16:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings