Microsoft Excel – In Practice – Workshop

Course code: MSEX2W

The course teaches users who already know the basics of working with spreadsheets how to make full use of its capabilities and create documents containing tables and charts to a professional standard. Participants are expected to have skills corresponding to Microsoft Excel - basic course. This course contains much more practical application of the subject and you will get more examples to try out. This course is suitable for users of every version of Microsoft Office products. Excel is a well-matured application and control of its interface has not changed significantly since the 2007 version. There will be 3 latest Excel versions installed in each classroom in case the users would like to work with the version they are accustomed to. The student's books of appropriate versions will also be available.

Who is the course for

This course is assigned for users with basic knowledge in Microsoft Excel.

What we teach you

You learn how to fully employ Microsoft Excel in practice.

Required skills

Microsoft Excel - basic course.

Course Outline

Formatting cells
- Format/Cell command
- Cell style
- Conditional formatting

Template

Automatic saving

Working with files and sheets

Copying
- Series
- Using clipboard with Paste options

Creating formulas
- Inserting formulas rules
- Absolute addressing
- Naming of regions

Insert function wizard
- Examples of different types of functions

Databases and working with large tables
- Windows, panes, splitting
- Forms
- Validation
- Find, Replace, Go To
- Sorting
- Large tables printing options

Filters and working with lists
- AutoFilter and advanced filter

Managing databases accessories
- Text decomposition to columns
- Outlining, Grouping, Subtotals, Consolidation
- Pivot tables

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Formatting charts

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