# Microsoft Excel - In Practice

Course code: MSEX2

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English. This course is assigned for users, who already work with Microsoft Excel on basic level. We will teach you to fully employ its possibilities and create documents with tables and graphs on a professional level. It is assumed that you already know Microsoft Excel on "Microsoft Excel - basic course" level.

#### 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

- 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

Formatting charts

#### GOPAS Praha

Kodaňská 1441/46 101 00 Praha 10 Tel.: +420 234 064 900-3 info@gopas.cz

#### GOPAS Brno

Nové sady 996/25 602 00 Brno Tel.: +420 542 422 111 info@gopas.cz

## GOPAS Bratislava

Dr. Vladimíra Clementisa 10 Bratislava, 821 02 Tel.: +421 248 282 701-2 info@gopas.sk



Copyright © 2020 GOPAS, a.s., All rights reserved