

# 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.

Affiliate	Duration	Course price	ITB
Praha	2	4 800 Kč	0
Brno	2	4 800 Kč	0
Bratislava	2	200 €	0

The prices are without VAT.

## Course terms

Date	Duration	Course price	Type	Course language	Location
<b>G</b> 09.01.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
13.01.2025	2	200 €	Presence	CZ/SK	GOPAS Bratislava prezenčne
16.01.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Brno
04.02.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
10.02.2025	2	200 €	Online	CZ/SK	GOPAS Bratislava online
18.02.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Brno
27.02.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
10.03.2025	2	200 €	Presence	CZ/SK	GOPAS Bratislava prezenčne
18.03.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
27.03.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Brno
07.04.2025	2	200 €	Online	CZ/SK	GOPAS Bratislava online
10.04.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
06.05.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Brno
06.05.2025	2	200 €	Presence	CZ/SK	GOPAS Bratislava prezenčne
06.05.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
29.05.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
09.06.2025	2	200 €	Online	CZ/SK	GOPAS Bratislava online
12.06.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Brno
17.06.2025	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
03.07.2025	2	200 €	Presence	CZ/SK	GOPAS Bratislava prezenčne

The prices are without VAT.

## 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.

**GOPAS Praha**  
Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



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# 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](mailto:info@gopas.cz)

### GOPAS Brno

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

### GOPAS Bratislava

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



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