

# Microsoft Excel – Advanced Methods and Functions

Course code: MSEX3

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 skilled Microsoft Excel users, who want to use special tools, techniques, methods and functions. You should already know Microsoft Excel on "Microsoft Excel - practical use" level. 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 current Excel version installed in the classroom.

Affiliate	Duration	Course price	ITB
Praha	3	9 900 Kč	0
Brno	3	9 900 Kč	0
Bratislava	3	420 €	0

The prices are without VAT.

## Course terms

Date	Duration	Course price	Type	Course language	Location
G 20.01.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Praha Prezenční
17.02.2025	3	420 €	Online	CZ/SK	Gopas Bratislava Online
19.02.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Praha Prezenční
05.03.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Brno Prezenční
G 17.03.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Praha Prezenční
17.03.2025	3	420 €	Presence	CZ/SK	Gopas Bratislava Prezenční
14.04.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Praha Prezenční
14.04.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Brno Prezenční
14.04.2025	3	420 €	Online	CZ/SK	Gopas Bratislava Online
14.04.2025	3	9 900 Kč	Online	CZ/SK	Gopas Praha Online
12.05.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Praha Prezenční
12.05.2025	3	420 €	Presence	CZ/SK	Gopas Bratislava Prezenční
26.05.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Brno Prezenční
11.06.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Praha Prezenční
18.06.2025	3	420 €	Online	CZ/SK	Gopas Bratislava Online
25.06.2025	3	9 900 Kč	Presence	CZ/SK	Gopas Brno Prezenční
09.07.2025	3	420 €	Presence	CZ/SK	Gopas Bratislava Prezenční

The prices are without VAT.

## Who is the course for

This course is assigned for skilled Microsoft Excel users, who want to use special tools.

## What we teach you

You will learn all advanced techniques, methods and functions.

## Required skills

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# Microsoft Excel – Advanced Methods and Functions

Microsoft Excel - practical use

## Course Outline

Conditions in formulas

- IF function, other logical functions
- CHOOSE function
- COUNTIF, SUMIF
- COUNTIFS, SUMIFS
- Functions available only in new versions of Excel

Database functions

- Criteria tables
- Kind of criteria
- Best practices

Lookup functions, joins of datasets

- VLOOKUP, HLOOKUP, XLOOKUP functions
- INDEX function
- MATCH function

Retrieving data from external databases

- Basic ways of external data importing in Excel
- Definition of datasource
- Configuration of external data range
- Import using PowerQuery addin

Datamodel

- Relations between Excel Tables
- Definition of Datamodel using PowerPivot addin (introduction to topic)
- Relation between datamodel and PivotTable (extension of PivotTable calculation power)

PivotTable reports

- Concept of PivotTables
- Aggregation functions, analytical calculations
- Additional calculations
- Calculated fields, ratio
- Data Consolidation using PivotTable
- Synchronized controlling of PivotTables group

Scenarios

- Scenario as attribute of sheet
- Stored cells

Special mathematical methods

- Solver
- Goal seek
- Matrix formulas

Advanced operations with worksheets/workbooks

- Named ranges
- Pojmenování oblasti buněk na listu pomocí pole názvů
- Příkaz pro práci s názvy
- Global/local names
- Absolute/relative names
- Named formulas & constants

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# Microsoft Excel – Advanced Methods and Functions

- Using of name in formula
- Comparison to labels
- 3D formulas (Workbook as 3D structure)
- Workbook window visibility
- Interactive dynamic graphical controls (Combobox, Checkbox, OptionButton, etc.) in forms, calculations, model and visual reports.

## Worksheet/Workbook protection

- Exceptions for specified users

## Macros

- Macro recorder
- Ways of macro execution
- Assignment to floating object in worksheet

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