MS Excel (advanced) (code: Excel-201)

compliant with: Learn Microsoft Excel 2010 Step by Step, Level 3 (compliant with MS 50546)

Ask for details
Phone +44 203 608 6289
info@alx.training

Overview

This course is designed to improve skills in using MS Excel to an advanced level. It provides students with an overview of the advanced features and functions of the program and knowledge of their practical applications. Practical exercises accompany every topic covered during the course.

Microsoft Certificate: for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important**: authorization is available for on-demand training courses only.

Duration

2 days

Agenda

1. Advanced formulas.
   - Date/time functions.
   - Lookup and reference functions: MATCH, INDEX, VLOOKUP.
   - Text functions.
   - Financial functions.
   - Conditional functions IF, SUMIF.
2. Naming ranges. Working with named ranges.
   - Defining names. Scope and visibility.
   - Linking to named ranges from other worksheets.
   - Name manager. Managing growing ranges.
3. Advanced conditional formatting.
   - Changing appearance of data based on a formula.
4. Forms.
5. Advanced filters.
6. Multi-level Subtotals.
7. Data validations.
8. Sharing workbook.
9. Managing changes.
   - Tracking changes. Accepting /rejecting changes.
10. Protecting data.
    - Preventing unwanted changes to the data, structure and formatting of cells, worksheets and workbooks.
    - Typical scenarios.
11. PivotTables and PivotCharts.
    - Sorting and filtering PivotChart.
12. Connecting to a database, querying a database.
13. Macros.
    - Creating, editing, running macros.
    - Typical scenarios.

14. Solver tool.
15. Watch window.

For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

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Target audience and prerequisites

This course is intended for experienced Excel users who want to learn advanced-level Excel skills.

Before attending this course, students must have:

— Basic computer knowledge, such as keyboard and mouse skills.
— Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
— Basic knowledge of the Excel interface, workbook manipulation and formula creation.

Certificates

Course participants receive completion certificates signed by ALX.

Locations

— Online (English) – your home, office or wherever you want
— Warsaw (English) – Jasna 14/16A
— any other location (London, UK, EU) on request

Price

270 EUR

The price includes:

— course materials,
— snacks, coffee, tea and soft drinks,
— course completion certificate,
— one-time consultation with the instructor after course completion.