Comarch Training Center
ul. Prof. Michała Życzkowskiego 33
31-864 Kraków, Poland

COMARCH
Training

MS Excel - advanced level

Training objectives and skills

Participants will recap the intermediate and learn the advanced functions of Microsoft Excel and know their use in practice.

After completing the course, participants will know how to:

• perform intermediate operations on copying and pasting data

• protect cells, sheets and workbooks

• use data filter and subtotals

• use advanced filter

• perform operations on dates and hours

• use text conversion functions

• use logical functions with multiplied conditions

• use nested functions

• insert data from other applications

• analyse data using goal seek and solver add-in

• analyse data using pivot tables and charts

• consolidate data from different source files

• record macro and review the VBA code

Audience profile and Requirements

This course is for people who wants to gain the efficiency in working with MS Excel on advanced level.

Duration

3 days, 24 hours

Training delivery method

The training is carried out in the form of theoretical part in the form of mini lectures and the practical part in the form of computer exercises.

Theoretical and practical knowledge

Data management

Comarch Training Center
ul. Prof. Michała Życzkowskiego 33
31-864 Kraków, Poland

COMARCH
Training

- Efficient data entering

- Efficient selecting

- Go To and Go To Special tools

- Sorting data

- Custom lists

- Autofilter and Advanced filter

- Advanced operations on copying and pasting data

Adjustment of the working environment

- Hotkeys, facilities

- Create and modify toolbars

- Excel Options (autosave, input, calculations, etc.)

Formatting

- Cell styles

- Format painter

- Number formats

Functions

- Subtotals function and subtotal tool

- Statistical functions (average, maximum, minimum and quantity)

- Text conversion functions

- Date and time functions

- Sheet inspection

Tables and list management

- Using names of cells and ranges

- Format as Table

Conditional functions

- IF

- Logical functions

- Informational functions

- Avoiding errors

- Other conditional functions (countif, sumif and others)

- Creation of complex / multiple formulas

Data consolidation

- Getting external data (CSV, TXT, Access)

- Data consolidation functions and tools

- Search functions (lookup, vlookup, hlookup, index, match)

Review

Comarch Training Center
ul. Prof. Michała Życzkowskiego 33
31-864 Kraków, Poland

COMARCH
Training

- Collaboration

- Tracking changes

- Comments

Protection

- Protect worksheet and workbook

- Secure and encrypt files

Pivot Tables and Pivot Charts

- How to effectively create a pivot table

- Changing style, layout, totals, subtotals

- Formatting pivot table fields

- Sorting and filtering data

- Grouping the data

- Using calculated fields and calculated items

- Getting data from Pivot Table

- Advanced Pivot Table options

- Pivot Charts

General Analysis Tools

- Scenarios

- Custom Views

- Goal Seek

- Solver

- Data Tables

- One Input

- Two Input

Cooperation with databases

- Microsoft Query

- Getting data from Oracle, SQLServer, MS Access

Macros

- Displaying the Developer tab

- Review and purpose of macros

- Where to save macros

- Absolute and relative record

- Running macros: assigning to quick access toolbar, shapes, pictures and keyboard shortcuts

Development path

Visual Basic for Applications in Microsoft Excel- basic level

COMARCH
Training

Comarch Training Center

ul. Prof. Michała Życzkowskiego 33

31-864 Kraków, Poland

Phone: +48 (12) 687 78 11
E-mail: training@comarch.com
WWW: comarch.com/training