# Microsoft Excel

## Expert Level
## For Technical, Scientific & Supervisory Staff

Mastering Excel can be life changing in the workplace regardless of your current position. Working with tables and lists, making decisions based on data analysis, automating calculations with IF functions, comparing lists with VLOOKUP, formatting sheets with Conditional Formatting are some of the few things that you will learn.

The course Excel Expert Level introduces the most interesting features of Microsoft Excel. The course focuses on the Excel features for data analysis such as sorting, filtering, advanced filtering, pivot tables, consolidation and subtotals as well as formulae and nested functions in order to create "smart" spreadsheets. It also presents features such as data validation in order to minimize errors and automate data entry. The course also introduces various financial analysis tools such as goal seek, scenario manager and data tables. Finally the course presents ways to protect the spreadsheets and formulae and to create templates.

**CODE:** ED24A25

**DURATION:** 14 hours

**START DATE:** 14/05/2024

**AUDIENCE PROFILE:**

Participants may come from various departments and are dealing or wish to create complex spreadsheets . Participants who seek for ways to utilize all the excel features in order to create "smart sheets" or analyze data  will find this course very useful.

**PREREQUISITES FOR PARTICIPATION:**
Basic knowledge of Microsoft Excel. Additionally participants should have basic knowledge on the creation of formulae and functions

**TRAINING LANGUAGE:**
Greek

**TRAINING MATERIALS:**
Step by Step training materials in the Greek/English Language

**METHODOLOGY:**

The course is 100% practical. The topics are delivered with short presentations by the instructor followed by a  step-by-step demonstration by the instructor and repetition by the students, examples and discussions on how a feature may be used with real life examples and practice through written exercises.

**COURSE OBJECTIVES:**
The participants will be able to use advanced features of Excel in order to:

- Filter and analyze data
- Analyze data with Pivot Tables
- Group and create subtotals
- Use popular Functions such as IF function, VLOOKUP,  PMT etc
- Create nested functions for automation and analysis of calculations
- Track formulae and function errors
- Protect Workbooks, files, sheets and cells
- Use Analysis tools for financial analysis

EdiTC EDUCATION & INFORMATION TECHNOLOGY CENTRE

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**VENUE:**
Webinar

**DATES & TIMES:**
Tuesday 14/05/2024, 08:15 - 16:00
Thursday 16/05/2024, 08:15 - 16:00

**PARICIPATION COST:**
The cost incudes the course notes and certificate.
In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

**Participation Cost**
- Total Cost: €430
- HRDA Subsidy: €280
- Net Cost: €150

**For Unemployed**
- Please contact us

**CERTIFICATION**
This course prepares for the respective MOS and ECDL Exam

# Microsoft Excel - Expert Level

## COURSE TOPICS

**Unit1: Databases**
Apply data filters (AutoFilter)
Perform single and multi-level sorts
Extract data (Advanced Filter)
Use data validation
Use subtotalling
Use grouping and outlines

**Unit2: Naming Ranges**
Creating a named range
Changing a named range
Selecting fields by using names
Using names in Functions

**Unit3: Using Functions And Nested Functions**
Using IF (& nested IF)
Using VLOOKUP
Using AND, OR Functions
Using Financial Functions
Using Text Functions

**Unit 4: Collaborating**
Creating a comment
Changing workbook Properties
Protecting and Unprotect workbooks and spread-sheets
Protecting and Unprotect workbooks and spread-sheets
Protecting a file using passwords

**Unit 5: Templates**
Creating new Templates
Using the existing Templates

**Unit 6: Advanced Number Formatting**
Apply number formats (accounting, currency, number)
Create custom number formats
Using conditional formatting

**Unit 7: Analysis Tools**
Creating and Using PivotTables
Using Goal Seek

Working with Scenarios
Using Solver (Goal Seek)

**Unit 8: Use data analysis and PivotTables**
Creating PivotTables
Summarizing data using various functions
Working with Pivot Tables
Creating PivotCharts

**Unit 9: Auditing**
Using the Auditing tools
Finding and correcting Formulae errors

**Unit 10: Printing**
Preparing Sheets for Printing
Previewing and Printing Multiple workbooks

## Contact us
## 77 77 72 52

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