

Advanced Excel – ONLINE Training

Advanced knowledge for acquiring skills in order to become a completely autonomous user and creator of Excel tables and advanced functions (see module).

About the facilitator: MS trained tutor with experience of more than 15 years in MS Office and Windows tuitions. More than 4500 trained candidates.

Who should attend?

People with basic Excel knowledge.

Working language: Serbian

Please note: Personal computer with Excel installed obligatory

** all trainees will receive a certificate of completion of training*

3 days

Online

Facilitator

VLADIMIR IVANOVIĆ

IT Productivity

COURSE OUTLINE

- ✓ Data types/Custom
- ✓ Strings
- ✓ Sorting
- ✓ Filtering
- ✓ Conditional formatting
- ✓ Subtotals
- ✓ Pivot table
- ✓ Conditioned functions
- ✓ Logical functions
- ✓ Data exporting and importing to and from non-excel and non-tabular systems
- ✓ VLOOKUP, Match, If error function
- ✓ Text processing functions
- ✓ Date processing functions

DATES & TIME	April 13, 14 & 15	10.30 - 15.30
FEES	Members: 180 € / Non-members : 230 € <i>(mid exchange NBS rate on the day of request plus VAT)</i> <i>* Two 15 minute breaks</i> <i>** 10% discount for every additional participant from the same company</i>	