Comarch Training Center
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Training

E-Microsoft Excel E-learning package - Microsoft Excel

Training objectives

Skills:

- Define text/number patterns in the Flash Fill tool

- Identify and create formulas based on different types of references

- Optimal use of numeric formats and their definitione

- Custom cell formatting in an advanced manner

- Utilizing and defining advanced conditional formatting conditions

- Utilizing logical functions to condition calculations

- Conducting analysis using mathematical and statistical functions

- Creating advanced lookup functions and using address functions for automation

- Efficient and error-free filtering and sorting of data

- Conducting analysis and utilizing advanced filtering tools

- Preparing a simple query in Power Query to directly connect to a file structure

- Related to creating pivot tables and using this tool in subsequent analysis

- Linking pivot tables together using slicers

- Utilizing all available pivot table tools to create a dynamic dashboard

- Efficient and error-free filtering and sorting of data

- Conducting analysis and utilizing advanced filtering tools

- Preparing a simple query in Power Query to directly connect to a file structure

Audience profile

- all users whose primary tool of work is MS Excel

- alll individuals whose primary or ancillary task involves formatting data for later visualization

- those who work with data and want to understand what cell formatting actually is and what options the program provides

- all individuals who use any functions in their daily work within the program

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- all individuals whose primary or ancillary task involves conducting data analysis using advanced filtering techniques
- individuals who retrieve data from other sources such as .csv files or databases
- Individuals who would like to explore advanced capabilities of conducting analysis using pivot tables along with dynamic visualization options

Requirements

Having a computer with internet access, on which we have installed the MS Office suite in any version.

Duration

1. How to enter data effectively – 75 min
2. Data formatting – 90 min
3. Function – 300 min
4. Tools for analysis – 90 min
5. Data analysis – 125 min

Training delivery method

E-learning, or training material enriched with video presentations, images, text descriptions, and interactive activities such as surveys, tests, quizzes, is available to participants at any time.

Theoretical and practical knowledge

How to enter data effectively

1. Entering coping and moving data
2. Operations on rows and columns
3. Flash fill
4. Formulas in Excel
5. Types of references
6. References between worksheets and workbooks

Data formatting

1. Tools for cells formatting
2. Value formats
3. Custom format
4. Conditional formatting
5. Outline

Function

1. **Part 1 - Logical, matematical and statistical functions:**
   - Function – definition and categories
   - Custom names

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- Function SUM, AVERAGE, MIN and MAX
- Logical function IF
- Logical function OR & AND
- Function IFERROR, IFNA and types of errors
- Function SUMIF and SUMIFS
- Function AVERAGEIF and AVERAGE IFS
- Function COUNTIF and COUNTIFS

2. **Part 2 - Text, date and time functions:**
   - Text conversions
   - Text separations
   - FIND function
   - REPLACE and SUBSTITUTE function
   - LEN, DOLLAR, TEXT and EXACT function
   - CONCATENATE function
   - WEEKDAY, WEEKNUM function
   - YEAR, MONTH, DAY and DATE function
   - TODAY, NOW, YEARFRAC, NETWORKDAY and WORKDAY function
   - HOUR, MINUTE, SECOND and TIME function

3. **Part 3 - Lookup and reference functions**
   - VLOOKUP and HLOOKUP function
   - INDEX and MATCH function
   - OFFSET function
   - How to properly nest functions

Tools for analysis

1. Sorting
2. Filter
3. Advanced Filter
4. Subtotal
5. Power Querry

Data analysis

1. **Data analysis - pivot table part 1:**

   - Preparing data for analysis by pivot table
   - Creation of pivot table – basic operations
   - Pivot table analyze and design tab
   - Calculated field and item

2. **Data analysis - pivot table part 2:**

   - Grouping in pivot table
   - Filtering by slicer and timeline

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- Pivot chart
- Dashboard

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