



Microsoft Excel

AC105

16
Academic Hours

Microsoft Excel

Outline

Excel course for consistent users who are interested in expanding their knowledge of how to work with the application's complex and intelligent functions and formulas. The objective of the course is to teach proper and efficient Excel work practices and offer tools that can help manage databases in faster and more useful ways.



Target Audience

The course is meant for users who work with Excel on a daily basis



Prerequisites

None



Objectives

Basic Table Design:

- | Line height control
- | Table format and design
- | Adding/deleting columns and lines
- | Freezing title lines
- | Text wrapping
- | Border and shadow design
- | Adding ordinal indicators
- | Defining right-to-left tables

Advanced Table Design:

- | Comprehensive table building & design
- | Dynamic tables
- | Construction principles for valid tables
- | How to merge tables





Content

Module 01 Cell Design

- Cell definition: number, text, date, currency, thousands separator, percentage
- Design customization (data display, such as date format, can be changed)
- Conversion of dates displayed as text (with periods) via the search and replace method
- Text in columns: Dividing a column into two or more columns (for example, one column for a private name, one for a family name), or merging several columns into a single column
- Mastery of data management, including cell definition
- Data conversion tools for new templates
- Flash Files – automatic data population

Module 02 Conditional Criteria Based Design

- Data display using colors & symbols in accordance with criteria defined by formulas

Module 03 Data Verification to Prevent Duplications and Errors

- As examples, a box should not be opened, a table should not be designed and columns should not be deleted without data verification

Module 04 Sorting and Filtering Table Data in a Fast and Efficient Manner

- Customized and advanced data sorting
- Filtering data into a new table without modifying the original table

Module 05 Calculations and Formulas

- Simple formulas - Sigma
- Cell fixing



How to work with the
application's complex and
intelligent functions & formulas"



Content

Module 06 Functions

- Logical – IF, nested IF, IFERROR, combining AND, OR and IF
- Calculation – subtotal, sumif, sumifs, countif, averageif
- Information – vlookup, hookup, index, match (alternative for vlookup), combinations of those functions, how to add an IFNA function for cases in which N/A error messages are generated
- Date – month, day, weekday, workday
- Text – extraction, find and replace (to remove ### for example), merging texts

Module 07 Two Methods of Data Cross-Checking

- Vlookup
- Conditional design

Module 08 Two Methods of Table Data Merging

- Consolidate
- Power queries

Module 09 Adding and Editing Sparklines

Module 10 Reports

- Pivot tables
- GetPivotData function

Module 11 Dashboards – Excel's Control Center

- Creating interactive & efficient dashboards and indicators, with tables, data, functions & charts that will be updated automatically

Module 12 External Internet-Based Data & Printing



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