# ThriveDX™

# Microsoft Excel

# TDXOF-103
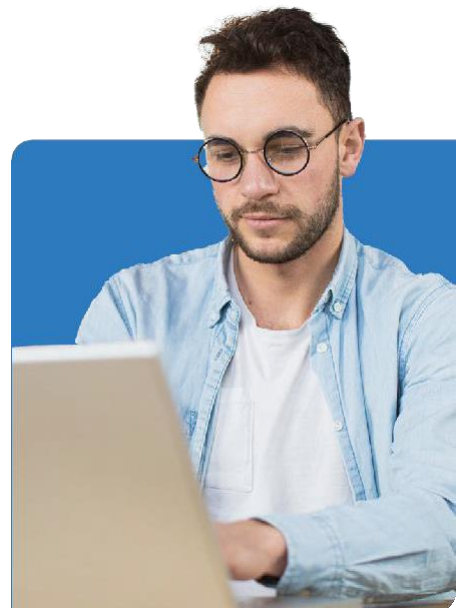
# ThriveDX Microsoft Excel

| Time Commitment | Skill Level | Course Category |
|---|---|---|
| 2 days (total of 16 hours / 8 hours per day) | Basic Level | Additional Courses |

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

## 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

## Prerequisites

None

## Target Audience

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

# Program Structure

**Cell Design Module 01**

- 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

**Conditional Criteria Based Design Module 02**

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

**Data Verification to Prevent Duplications and Errors Module 03**

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

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

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

**Calculations and Formulas Module 05**

- Simple formulas - Sigma
- Cell fixing

**Functions Module 06**

- 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

Two Methods of Data Cross-Checking Module 07

- Vlookup
- Conditional design

Two Methods of Table Data Merging Module 08

- Consolidate
- Power queries

Adding and Editing Sparklines Module 09

Reports Module 10

- Pivot tables
- GetPivotData function

Dashboards – Excel's Control Center Module 11

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

External Internet-Based Data & Printing Module 12

The ThriveDX Advantage

1 Handcrafted Training Programs

2 State-Of-The-Art Learning Materials

3 Israel's Premier Training Center

4 Fueled by Industry Leading Experts

5 Over 20 Years of Proven IT Education Success

ThriveDX

We empower individuals to thrive in digital age.