

## MS Excel (intermediate) (code: Excel-102)

compliant with: Learn Microsoft Excel 2010 Step by Step, Level 2  
(compliant with MS 50545)

### Overview

This course is designed to improving skills in using MS Excel. It provides students with both an overview of the features and functions of the program and practical know-how. Practical exercises accompany every topic covered during the course.

**Microsoft Certificate:** for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important:** authorization is available for on-demand training courses only.

### Duration

2 days

### Agenda

1. Introduction to Excel - Quick review of the basics
  - Entering and editing data, selecting data, searching cells and ranges.
  - Copying, pasting, filling cells and ranges.
  - Inserting and modifying simple graphical objects.
  - Manual formatting. Data types and formatting by data type.
  - Inserting, editing and changing appearance of comments.
  - Naming cells and ranges.
2. Calculations.
  - Math functions.
  - Relative references and absolute references.
  - Financial functions.
  - Other useful functions (data/time functions, text functions).
  - Logical functions.
  - Conditional function *If*.
3. Conditional formatting.
4. Forms.
5. Tracing precedents and dependants.
6. Sorting and filtering data.
  - AutoFilter.
7. Subtotals - summarizing data by categories.
8. Simple Data Validation (combo boxes).
9. Working with Charts.
  - Understanding Chart Types.
  - Selecting Data Sources.
  - Formatting charts.
10. Printing.
  - Preparing Worksheets for printing.
11. Worksheets management.
  - Creating and organizing Workbooks.
  - Linking to data in other Worksheets and Workbooks.

### Ask for details

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12. PivotTables and PivotCharts.
  - Sorting and filtering PivotChart.
13. Goal seek.
14. File management.
  - Understanding File Formats.
  - Importing and Exporting Data.

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For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

## **Target audience and prerequisites**

This course is intended for professionals and office workers who want to learn intermediate-level Excel skills.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
- Basic Excel knowledge, such as opening workbooks and entering simple data.

## **Certificates**

Course participants receive completion certificates signed by ALX.

## **Locations**

- Warsaw (English) – Jasna 14/16A
- Online (English) – your home, office or wherever you want
- any other location (London, UK, EU) on request

## **Price**

240 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.