

TITLE

Advanced Excel and AI

COURSE OVERVIEW

Participants in the "Advanced Excel and AI" program will become familiar with the most important tools available in Excel, in order to become a power user of the application.

The training program is 100% hands-on, so that upon completion of the program, the trainee will be able to perform complex tasks in Excel to solve real-world problems in the work environment.

The program focuses on using functions, creating rules, aggregate tables (pivot tables) and aggregate charts (pivot charts) to easily and quickly analyze large amounts of information. Finally, participants will gain familiarity with macros and a first introduction to AI (Artificial Intelligence) that they can use to significantly enhance their productivity.

COURSE DURATION

10 HOURS

DELIVERY FORMAT

Classroom or live online upon prior communication with Arkias Academy (education@arkias.gr)

LOCATION

Classroom (Syggrou Av. 188, Kallithea, 17671, Attica) or live online upon prior communication with Arkias Academy (education@arkias.gr)

COURSE OUTCOME

You will receive a certificate from Arkias Academy

COURSE CONTENT

- Find and replace text with formatting
- IF
- Hide sheets, columns, rows
- Multiple IF
- Freezing rows & columns
- AND, OR and NOT
- Move or copy to another sheet or file
- SUMIFS
- Insert code into sheet or file □ FUNCTION
- Protecting cells or sheets □ ADVANCED FUCTION
- Insert & name table
- AVERAGEIFS
- Opening a file that forgot the code
- COUNTIFS
- Filtering with criteria
- COUNTA
- Table styles & tools
- COUNTBLANK
- Analyzer Import
- FILTER
- Partial sum
- VLOOKUP (TRUE, FALSE)
- Partial sum & formatting
- XLOOKUP
- Share shared excel files

- HLOOKUP
- Work on shared excel files
- INDEX
- File Author
- MATCH
- Sort by criteria
- INDEX & MATCH
- Customize print area
- ISBLANK
- Print titles, page layout
- IFERROR
- Quick data analysis
- SUMTOTAL
- Differences between lists
- CONCATENATE
- Create data validation rules
- LEN
- Conditional formatting
- REPLACE
- Conditional formatting with functions
- LEFT, RIGHT
- Conditional formatting by value
- UPPER, LOWER, PROPER
- What if analysis
- TODAY, YEAR, MONTH, DAY
- Create an aggregated table
- WEEKDAY
- Add fields to aggregated table
- WORKDAY
- Formatting of aggregated table fields
- NETWORKDAYS
- Calculations (operations) in the aggregated table
- DATEDIF
- Analyst in aggregated table
- Task automation, macro logging