

TITΛΟΣ

Advanced Excel for Business Executives

COURSE OVERVIEW

The seminar is designed for business executives of all departments, who use Excel as a basic tool.

It is aimed at executives who have already mastered the basic Excel skills, who wish to acquire more advanced skills and at the same time learn about the latest developments in the application through practical exercises.

The aim of the seminar is to train participants in the use of advanced functions and formulas in Excel. With the help of these functions, users can create more complex and specialized functions in Excel.

COURSE DURATION

12 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
- Hide sheets, columns, rows
- Freeze lines & columns
- Move or copy to another sheet or file
- Inserting a code into a sheet or file
- Protect cells or sheet
- Insert & name a table
- Open a file that forgot the code
- Filtering by criteria
- Table styles & tools
- Insert analyzer
- Partial sum
- Partial sum & formatting
- Share shared excel files
- Working on shared excel files
- File author
- Sort by criteria
- Customize print area
- Print titles, page configuration
- Quick data analysis
- Differences between lists
- IF
- MULTIPLE IF
- AND, OR και NOT
- SUMIFS
- FUNCTION
- ADVANCED FUCTION
- AVERAGEIFS
- COUNTIFS
- COUNTA
- COUNTBLANK
- FILTER
- VLOOKUP (TRUE, FALSE)
- XLOOKUP
- HLOOKUP
- INDEX
- MATCH
- INDEX & MATCH
- ISBLANK
- IFERROR
- SUMTOTAL
- CONCATENATE

- Create data validation rules
 - Conditional formatting
 - Conditional formatting with functions
 - Conditional formatting by value

 - What if analysis

 - Creating an aggregated table
 - Adding fields to an aggregated table
 - Formatting aggregate table fields
 - Calculations (operations) in the aggregated table
 - Analyst in aggregated table
 - Task automation, macro recording
- LEN
 - REPLACE
 - LEFT, RIGHT
 - UPPER, LOWER, PROPER
 - TODAY, YEAR, MONTH, DAY
 - WEEKDAY
 - WORKDAY
 - NETWORKDAYS

 - DATEDIF