

## Excel for Power Users («MEPU»)

Learn more complex calculations, important, efficient (nested) functions, among other things, and the use of data validation commands in a two-day Microsoft Excel course.

**Duration:** 2 days

**Price:** 1'200.–

**Course documents:** Digital Courseware

### Content

Use hands-on examples to deepen your knowledge of key features and learn how to create user-friendly forms and templates using control elements, data validation, and protection.

1. Entry and repetition
  - Exercise with nested IF functions
2. Using names
  - Define, apply, customize and delete names
3. Consultation function
  - Functions VLOOKUP, HLOOKUP, MATCH, and INDEX
4. Text functions
  - Functions LEFT, RIGHT, FIND, MID, TRIM
5. Other important features
  - Functions COUNTIF(S), SUMIF(S), INDIRECT, OFFSET
6. Intercept errors in functions
  - Functions IFERROR, ISERROR
7. Statistical evaluations
  - Functions RANK, STDEV.P und FREQUENCY
  - Add-in analysis functions
8. Conditional formatting with functions
9. Data validation (validity)
  - Values from lists
  - Dynamic validity
  - Prevent duplicate entries
10. Protect data
  - Cell protection, sheet protection, workbook protection
  - Protect areas, protect file

### Key Learnings

- Solving large and complex tasks efficiently in Excel
- Learning a variety of useful functions to make your daily work more efficient
- Understanding what to look for when protecting workbooks or worksheets

### Target audience

Advanced Excel users who have very good knowledge and practical experience with Excel and now want to take full advantage of the possibilities of Excel.

## Requirements

- Very good knowledge of Excel is required for this training
- You will be able to create nested functions
- You know how to deal with names
- Know-how about PivotTables an advantage
- The course builds on the knowledge from our predecessor trainings
  
- [Efficient calculations and visualizations with Microsoft Excel \(«ME2»\)](#)

## Further courses

- [Visual Basic for Applications \(VBA\) Basics \(«VBGLN»\)](#)
- [VBA deepening for Excel \(«VBXLS»\)](#)
- [Excel – Macros & Fonctions \(«EMK»\)](#)
- [Creating templates and forms with Excel \(«ME6»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-excel-for-power-users](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-excel-for-power-users)