

# **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
  - o 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
  - o 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. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-excel-for-power-users