

Microsoft Excel – In Practice

Course code: MSEX2

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English. This course is assigned for users, who already work with Microsoft Excel on basic level. We will teach you to fully employ its possibilities and create documents with tables and graphs on a professional level. It is assumed that you already know Microsoft Excel on "Microsoft Excel - basic course" level.

Affiliate	Duration	Course price	ITB
Praha	2	4 800 Kč	0
Brno	2	4 800 Kč	0
Bratislava	2	200 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
 24.03.2026	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
01.04.2026	2	4 800 Kč	Online	CZ/SK	Online
01.04.2026	2	200 €	Online	CZ/SK	Online
08.04.2026	2	4 800 Kč	Presence	CZ/SK	GOPAS Brno
28.04.2026	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
05.05.2026	2	200 €	Presence	CZ/SK	GOPAS Bratislava
12.05.2026	2	4 800 Kč	Presence	CZ/SK	GOPAS Brno
19.05.2026	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha
02.06.2026	2	200 €	Online	CZ/SK	Online
02.06.2026	2	4 800 Kč	Online	CZ/SK	Online
18.06.2026	2	4 800 Kč	Presence	CZ/SK	GOPAS Brno
25.06.2026	2	4 800 Kč	Presence	CZ/SK	GOPAS Praha

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Who is the course for

This course is assigned for users with basic knowledge in Microsoft Excel.

What we teach you

You learn how to fully employ Microsoft Excel in practice.

Required skills

Microsoft Excel - basic course.

Course Outline

Formatting cells

- Cell style
- Conditional formatting

Template

Automatic saving

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Working with files and sheets

Copying

- Series
- Using clipboard with Paste options

Creating formulas

- Inserting formulas rules
- Absolute addressing
- Naming of regions

Insert function wizard

- Examples of different types of functions

Databases and working with large tables

- Windows, panes, splitting
- Forms
- Validation
- Find, Replace, Go To
- Sorting
- Large tables printing options

Filters and working with lists

- AutoFilter and advanced filter

Managing databases accessories

- Text decomposition to columns
- Outlining, Grouping, Subtotals, Consolidation
- Pivot tables

Formatting charts

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