

Microsoft Excel – Advanced Methods and Functions

Course code: MSEX3

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 skilled Microsoft Excel users, who want to use special tools, techniques, methods and functions. You should already know Microsoft Excel on "Microsoft Excel - practical use" level. This course is suitable for users of every version of Microsoft Office products. Excel is a well-matured application and control of its interface has not changed significantly since the 2007 version. There will be current Excel version installed in the classroom.

| Affiliate | Duration | Course price | ITB |
|------------|----------|--------------|-----|
| Praha | 3 | 9 900 Kč | 0 |
| Brno | 3 | 9 900 Kč | 0 |
| Bratislava | 3 | 420 € | 0 |

The prices are without VAT.

Course terms

| Date | Duration | Course price | Type | Course language | Location |
|--|----------|--------------|----------|-----------------|------------------|
| 13.04.2026 | 3 | 9 900 Kč | Presence | CZ/SK | GOPAS Brno |
|  13.04.2026 | 3 | 9 900 Kč | Online | CZ/SK | Online |
|  13.04.2026 | 3 | 420 € | Online | CZ/SK | Online |
|  14.04.2026 | 3 | 9 900 Kč | Presence | CZ/SK | GOPAS Praha |
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| 22.06.2026 | 3 | 9 900 Kč | Presence | CZ/SK | GOPAS Praha |
| 24.06.2026 | 3 | 9 900 Kč | Presence | CZ/SK | GOPAS Brno |

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Who is the course for

This course is assigned for skilled Microsoft Excel users, who want to use special tools.

What we teach you

You will learn all advanced techniques, methods and functions.

Required skills

Microsoft Excel - practical use

Course Outline

Conditions in formulas

- IF function, other logical functions
- CHOOSE function
- COUNTIF, SUMIF

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



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Microsoft Excel – Advanced Methods and Functions

- COUNTIFS, SUMIFS
- Advanced conditional formatting using formulas
- Functions available only in new versions of Excel

Database functions

- Criteria tables
- Kind of criteria
- Best practices

Lookup functions, joins of datasets

- VLOOKUP, HLOOKUP, XLOOKUP functions
- INDEX function
- MATCH function

Retrieving data from external databases

- Basic ways of external data importing in Excel
- Definition of datasource
- Configuration of external data range
- Import using PowerQuery addin

Datamodel

- Relations between Excel Tables
- Definition of Datamodel using PowerPivot addin (introduction to topic)
- Relation between datamodel and PivotTable (extension of PivotTable calculation power)

PivotTable reports

- Concept of PivotTables
- Aggregation functions, analytical calculations
- Additional calculations
- Calculated fields, ratio
- Data Consolidation using PivotTable
- Synchronized controlling of PivotTables group

Scenarios

- Scenario as attribute of sheet
- Stored cells

Special mathematical methods

- Solver
- Goal seek
- Matrix formulas

Advanced operations with worksheets/workbooks

- Named ranges
- Naming a range using a Name box
- Commands for working with names
- Global/local names
- Absolute/relative names
- Named formulas & constants
- Using of name in formula
- Comparison to labels
- 3D formulas (Workbook as 3D structure)
- Workbook window visibility
- Interactive dynamic graphical controls (Combobox, Checkbox, OptionButton, etc.) in forms, calculations, model and visual reports.

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Worksheet/Workbook protection

- Exceptions for specified users

Macros

- Macro recorder
- Ways of macro execution
- Assignment to floating object in worksheet

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