

# 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	420 €	Online	CZ/SK	Online
🛡️ 13.04.2026	3	9 900 Kč	Online	CZ/SK	Online
🛡️ 14.04.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
04.05.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
18.05.2026	3	420 €	Presence	EN	GOPAS Bratislava
🛡️ 20.05.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
20.05.2026	3	420 €	Presence	CZ/SK	GOPAS Bratislava
15.06.2026	3	9 900 Kč	Online	CZ/SK	Online
15.06.2026	3	420 €	Online	CZ/SK	Online
22.06.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
24.06.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
🌞 08.07.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
🌞 05.08.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
🌞 05.08.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
09.09.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
14.09.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
05.10.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
19.10.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
09.11.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
02.12.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
07.12.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha

The prices are without VAT.

## Who is the course for

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

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# Microsoft Excel – Advanced Methods and Functions

## 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
- 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

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# Microsoft Excel – Advanced Methods and Functions

- 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.

## Worksheet/Workbook protection

- Exceptions for specified users

## Macros

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

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