

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
🔒	05.08.2026	3	8 415 Kč	Presence	CZ/SK	GOPAS Praha
	02.09.2026	3	420 €	Presence	CZ/SK	GOPAS Bratislava
🔒	09.09.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
	14.09.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
	21.09.2026	3	9 900 Kč	Online	CZ/SK	Online
	21.09.2026	3	420 €	Online	CZ/SK	Online
	05.10.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
	19.10.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
	28.10.2026	3	420 €	Presence	CZ/SK	GOPAS Bratislava
	09.11.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha
	30.11.2026	3	420 €	Online	CZ/SK	Online
	30.11.2026	3	9 900 Kč	Online	CZ/SK	Online
	02.12.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Brno
	07.12.2026	3	9 900 Kč	Presence	CZ/SK	GOPAS Praha

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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

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Microsoft Excel – Advanced Methods and Functions

- 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
- 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)

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Microsoft Excel – Advanced Methods and Functions

- 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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