

Spreadsheets advanced

Master functions, formulas, tables, lookups, charts and much more with this Excel course. After completing the course, you'll find your workflows become easier and you'll save time. Creation of formulas that span across multiple worksheets. VLOOKUP and XLOOKUP

Kursusinfo

What you will learn in the course

Now we take a step up the Excel ladder and introduce you to even more tools for your daily work with Excel.

Excel is often used by administrative employees for many different types of tasks. These employees may not have the necessary experience with Excel. With this Excel course, you will gain many new tools to handle and utilize spreadsheets for your daily work tasks.

You will learn to work with multiple sheets in the same workbook, format numbers, data, and cells, and use lookups and databases. At the same time, the course allows you to apply your own data, making you even sharper on what Excel can do for you.

We introduce you to a very wide range of functions to streamline your workday.

In this course, we use the English version of Excel 365 — all menus, terms, functions, and shortcuts are entirely in English.

These can consist of the following:

- Creation of formulas that span across multiple worksheets
- Table format for data lists, sorting, filtering, slicers, as well as calculations
- Conditional formatting – highlight data based on their values
- Functions for date calculation, statistics, and text
- VLOOKUP and XLOOKUP to retrieve data from different lists
- Data validation to prevent incorrect entries
- Sheet protection – to secure your data and protect it with a password
- Naming of cells and ranges to optimize your formulas
- Import of data as well as nested functions

Your benefits

Here, you create real added value while simultaneously making your work tasks easier. You will learn how to structure spreadsheets, apply lookup and table functions in the most optimal way, and automate workflows that make your daily work easier.

Kursuspris

Faglærte og ufaglærte får tilskud. AMU-pris:

DKK 654,00

Pris (momsfrit):

DKK 2.281,85

Tilmelding



Recommended order for taking Excel courses

By following the recommended order of Excel courses, you continuously build upon your skills, ensuring you get the most out of each course. Below is our recommended sequence:

1. [Excel Spreadsheet - Basic](#)
2. [Excel Spreadsheet - Advanced](#)

The Excel courses listed above are offered as classroom instruction. You also have the option to take [Excel courses in our IBC 360 E-learning Center](#), but these courses are all in Danish. Here, instruction takes place independently of a group, allowing you to take the course on days that suit you. E-learning courses are conducted at our IBC facilities in Kolding and Aabenraa.



Target audience

This Excel course is for you who work with spreadsheets on a daily basis. You want to optimize your work and produce finished documents in less time and of higher quality.

It is a prerequisite that you have previously worked with spreadsheets to the extent that you:

- can independently create a spreadsheet from scratch
- can create simple formulas without using the formula button
- can present your finished spreadsheet using columns and charts

The course is aimed at you who work in or wish to work in the mercantile sector

Fag: Design og automatisering af regneark

Fagnummer: 44346	Varighed 2 dage
Faglærte og ufaglærte får tilskud. AMU-pris: DKK 436,00	Pris: DKK 1.459,30

Målgruppe: Uddannelsesmålet retter sig mod AMU-målgruppen. Dvs. personer med en uddannelsesbaggrund til og med erhvervsuddannelsesniveaet.

Beskrivelse: Deltageren kan arbejde med flere ark i samme projektmappe, herunder oprette formler på tværs af flere regneark således at eksempelvis kundelister og lageroptegnelser kan køres sammen.

Deltageren kan automatisere regnearket ved hjælp af de indbyggede funktioner og faciliteter.

Fag: Anvendelse af store datamængder i regneark

Fagnummer: 40748	Varighed 1 dag
Faglærte og ufaglærte får tilskud. AMU-pris: DKK 218,00	Pris: DKK 822,55

Målgruppe: Uddannelsesmålet retter sig mod medarbejdere med administrative opgaver, som i deres arbejdsfunktion anvender IT regelmæssigt.

Beskrivelse: Deltageren kan håndtere store datamængder fx ved hjælp af opslag, databasefunktioner og makroer.

Deltageren kan foretage en hensigtsmæssig tilretning af regnearkets brugerflade således, at regnearket kan anvendes effektivt af andre fx anvendelse af låste celler, makroer og modeller. Deltageren kan på baggrund af store regneark, udtrække oplysninger til viderebearbejdning, fx taksberegning, salgsoversigter, lagerstatistikker.