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Analyst at Accenture

MA in Applied Economics Graduate 2015

Mastering Excel Basics

20 October – 11 November, 2016

**Thursdays 18:00–20:30 at CERGE-EI (Politických vězňů 7, Prague 1)
room 320, third floor**

Needed for the course: bring your own laptop with Excel 2007 or later installed, ideally 2013 or 2016.

In this course you will not only review the basics including keyboard shortcuts, formatting and filters but also master advanced functions. Topics covered include pivot tables, formula auditing and etiquette in excel.

Curriculum

Lecture 1:

Basic information

Keyboard shortcuts

Formatting (& conditional, pt.1)

Visuals, help (comments, cell borders, ...)

Column/cell hide, size, group, merge cells

Introduction to formulas (basic math, SUM, COUNT, AVERAGE)

IFs, AND, OR, NOT

More information and registration at:

www.cerge-ei.cz/discovery

Economics Discovery Hub

Lecture 2:

Conditional formatting, pt. 2
Anchoring cells
SUMIF, COUNTIF
Freeze panes, rows & columns
Filters
IFERROR, ISBLANK
INDEX, MATCH, VLOOKUP
Etiquette in Excel

Lecture 3:

SUMPRODUCT, SUMIFS
DATE
Text functions
RAND, RANDBETWEEN
Calculation options
Pivot tables

Lecture 4:

Data validation (esp. lists)
Text to columns
OFFSET, INDIRECT
(Dynamic) named ranges
Paste special
Other formats
Formula auditing (F9, tracing)
Etiquette in Excel

Participants who attend at least 75% of the sessions, will obtain a Certificate of Attendance issued by CERGE-EI.

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