

اکسل مقدماتی تا پیشرفته ویژه بازار کار

طول دوره: ۲۰ ساعت

سرفصل های دوره:

Keyboard Shortcuts

- ALT+=
- CTRL+TAB
- CTRL+A
- CTRL+1
- CTRL+SHIFT+"
- F4
- CTRL+Z
- CTRL+'
- CTRL+K
- CTRL+F
- CTRL+H
- CTRL+N
- CTRL+O
- F2
- F7
- CTRL+SHIFT+F3
- CTRL+P
- CTRL+S
- CTRL+C
- CTRL+X
- CTRL+V
- END key then Up or Down, or Left or Right Arrows
- CTRL + HOME
- CTRL + Page Up or CTRL + Page Down
- CTRL~+
- CTRL+D

Tips & Tricks

- Transpose Data
- Increase Numbers by Set Amount
- AutoFill a Series or Formulas
- Force a carriage return in a cell instead of wrapping the text
- Use Format Painter more than once

تهران، خیابان مطهری، بعد از چهارراه سه‌روزی پلاک ۸۴ طبقه همکف



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- Format Sheet Tab Colors
- Combine Text from Multiple Cells
- Select blank cells in a row or column
- Fill blank cells in a row or column
- Copy & Paste visible cells only
- Insert custom cell formats
- Use Named Ranges in your formulas
- Apply different formats within one cell
- Move column, row or cells
- Move and insert column, row or cells
- Copy and paste a column, row or cells
- Copy and insert a column, row or cells
- Quickly enter links to a range of cells
- Convert formulas to values
- Copy formulas only
- Freeze rows and or columns
- Synchronous Scrolling
- Hide worksheet tabs
- Hide row and column headers
- Hide the formula bar
- Add non-contiguous print areas
- Pick from a list of existing values
- Print titles on each page automatically
- Absolute References
- Quickly SUM a range of cells
- Generate a unique list of values from a range
- Use the Auto Calculate Menu
- You don't have to start your formulas with =
- Use Text to Columns to separate a column of data containing first names and last names
- Center Across Selection
- Find the number of days between two dates
- Move quickly to the end of a range of cells
- Fill Handle Cool Tricks

Must Know Formulas

- IF
- Nested IF Statements
- IF, OR and AND
- VLOOKUP Exact Match
- VLOOKUP Sorted List
- HLOOKUP

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- SUMIF and SUMIFS
- COUNTIF and COUNTIFS
- COUNTA
- SUBTOTAL
- ROUND, ROUNDUP, ROUNDDOWN
- FV (Future Value) Calculate compound interest on savings
- IFERROR
- MIN, MAX, SMALL and LARGE
- UPPER, LOWER and PROPER
- TRIM, CHAR and SUBSTITUTE
- Time Calculations
- NOW() and TODAY()

Power Formulas

- INDEX and MATCH
- CHOOSE
- VLOOKUP with CHOOSE
- OFFSET
- FLOOR and CEILING
- RAND and RANDBETWEEN
- SUMPRODUCT
- Array Formulas

Cool Tools

- Shapes and SmartArt
- Camera Tool
- Conditional Formatting
- Filters
- Drop Down Lists
- Insert Subtotals
- Outlines
- Importing Data Into Excel
- Excel Tables
- PivotTables
- Flash Fill
-

➤ در پایان دوره به شرکت کنندگان مدرک معتبر حضور و موفقیت در دوره اعطا می‌گردد.

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