

M0-200 – Microsoft Excel (Excel and Excel 2019)

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About this Course:

- This course covers the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs. Candidates are expected to demonstrate the correct application of the principal features of Excel and complete tasks independently.

Course Goals:

- Manage worksheets and workbooks
- Manage data cells and ranges
- Manage tables and table data
- Perform operations by using formulas and functions
- Manage charts

Course Format:

<input type="checkbox"/>	<input type="checkbox"/>
Присъствен (Classroom) Курс в Учебната ни зала или В Офис на Клиент	Онлайн (Online/Virtual) Курс във виртуална зала с инструктор

Course Language Option

<input type="checkbox"/>	<input type="checkbox"/>
Български (Bulgarian)	Английски (English)

You can choose the language in which the training will be conducted – Bulgarian or English. All our instructors are fluent in English.

Student Guides:



The training materials are available in electronic format. They can be used online / offline on any

device. Lifetime access.

Lab Environment:



Each student has their own lab environment where the exercises are conducted, part of the course. You do not need to install software on a computer or special hardware requirements.

Participants in a face-to-face format in our Training Center have an individual computer during the training.

At Course

Completion:

Lifetime Access - Video Archive 24/7	Certificate of Course Completion

Lifetime access to a video archive with recording of each individual lecture.

Official internationally recognized certificate for completed training course.

Course Duration:



- 2 working days (09:00 – 17:00) or 16 hours Saturday and Sunday 10:00 – 14:00, 14:00 – 18:00, 18:00 – 22:00
Monday and Wednesday 19:00 – 23:00
Tuesday and Thursday 19:00 – 23:00
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Payments:



An application for an invoice is accepted at the time of enrollment in the respective course.

An invoice is issued within 7 days of confirming the payment.

Next Class:



■ Notice

There are no upcoming events.

For more information, use the contact format. We will contact you to confirm the data.

Fulfills the requirement for: [Microsoft Office Specialist: Excel Associate \(Excel and Excel 2019\)](#)

Prerequisite for: [Microsoft Office Specialist: Associate](#) and Microsoft Office Specialist: Expert