Excel: Advanced

Hands-on course of 3 days - 21h
Ref.: ECE - Price 2024: €1 170 (excl. taxes)

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Create advanced calculation formulas

Correlate data from multiple sources

Analyze data with Pivot Tables/Charts

Create interactive simulations

Create elaborate charts

Implement macros to automate certain tasks

TEACHING METHODS

Active learning based on discussions, real-world cases, practice exercises if taking the TOSA® certification exam, and an evaluation of what was learned from the training.

HANDS-ON WORK
Discussions, experience-sharing, demonstrations, tutorials, and real cases to help you throughout the training.

CERTIFICATION
If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam is proctored by the instructor and is carried out online during the last half-hour of the course. If taking place in a remote classroom, the exam must be both scheduled and then taken online within 4 weeks following the start of your session.

THE PROGRAMME

last updated: 07/2021

1) Mastering calculations: Formulas and functions
- Refresher on absolute/relative references and basic formulas
- Learning the statistical functions: AVERAGE, MAX...
- Using conditional formulas: IF, OR...
- Auditing formulas and correcting errors: #NOM?, #DIV/0!...
- Using advanced functions: VLOOKUP...
Hands-on work : Using functions in tables.

2) Working with decision support tools
- Mastering target values and the Solver.
- Using the scenario manager.
- Managing data tables.
Hands-on work : Implementing multi-variable simulations.

3) Connecting to outside data
- Consolidating data.

- Importing data.
- Using data models for Pivot Tables.
Hands-on work : Using external data and a data model.

4) Analyzing data and creating Pivot Tables.
- Standardizing lists for analysis.
- Creating Pivot Tables with custom formulas and groups.
- Designing Pivot Tables built on multiple ranges or with a data model.
- Mastering interactive data mining tools.
- Using performance indicators.
Hands-on work : Analyzing data along multiple axes with Pivot Tables

5) Building charts
- Choosing a chart type
- Creating two-axis charts and combination charts.
- Designing specific charts.
- Incorporating trend curves, Sparkline, and forecasts.
Hands-on work : Creating elaborate charts.

6) Mastering control, sharing, and protection tools
- Inserting controls and advanced validation criteria.
- Protecting cells, a sheet, and a workbook.
- Sharing a workbook, viewing it via a browser.
Hands-on work : Creating an interactive formula. Using a shared workbook.

7) Using macros
- Defining and saving macros
- Assigning and customizing macros.
- Managing a workbook of personal macros.
- Discovering Visual Basic for Applications (VBA) and creating a simple function.
Hands-on work : Implementing macros. Optional: Certifying your skills with TOSA®.

DATES

REMOTE CLASS
2025 : 12 Mar, 16 Jun, 24 Sep, 10
Dec