EXCEL
LEVEL ADVANCED

FORMATION CAD

Duration: one day

Prerequisites:

- Knowledge of the Windows environment.

- Have completed the Intermediate course or have equivalent knowledge.

- Have access to a computer and to Microsoft Excel (2013, 2016 or OFFICE 365 versions).

Certificate: yes

Educational resources:

- Online training

- Demonstration

- Training support included

Skills acquired at the end of the training:

- Be able to build advanced formulas and perform complex calculations.

- Create and use a pivot table.

- Perform VLOOKUP.

PROGRAMME

FUNCTIONS

Statistical

- Review on simple formulas
- Absolute and relative references
- Statistics: Average, COUNT, COUNTA, MAX,
- MIN, COUNTIF, AVERAGEIF

Math and trigonometry

- SUMIF
- INT (age calculation)

Text

- UPPER, LOWER, PROPER
- CONCATENATE
- LEFT, RIGHT
- LEN

Date

- TODAY, NOW
- YEAR, MONTH, DAY, NETWORKDAYS

Logic

- Simple logic IF

- Complex logic: IF with several logics, AND, OR

Search and reference

- VLOOKUP

Other functions

- ISBLANK

Formula audit

- Identify dependents and precedents

VALIDATION

- Create validation
- Create an error message

NAME MANAGER

- Set a name
- Change or delete a name

CLIPBOARD OPTIONS

- Paste, paste with link
- Paste formula, value, etc.

EXCEL
LEVEL ADVANCED

DATA PROTECTION

- Protect the workbook
- Allow some users to change ranges

PIVOT TABLES

List of fields

- Line Labels
- Filter of the report
- Labels
- Values
- Pivot table options

Group selection

- By date, number, text

Creation tab

Options (Analysis)

- Change the source
- Update the data
- Show percentage values
- Segment and displays

CREATE A MODEL

QUESTIONS/ANSWERS