Excel
Level: Advanced
Microsoft

REQUIRED LEVEL:
Basic knowledge of Excel's functions.

DURATION:
1 day

OBJECTIVES:
Make spreadsheets using more advanced tools.

PROGRAM:

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)
– ROUND, ROUNDDOWN, ROUNDUP

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
– PV, NPER, VPMT
– 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.

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

Formation CAD
Phone: (514) 316-6824
Email: info@formationcad.ca
Web: www.formation-cad.com

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