# EXCEL
## LEVEL INTERMEDIATE

FORMATION
CAD

**Duration:** one day

**Prerequisites:**

- Knowledge of the Windows environment.

- Have completed the Beginner 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:**

- Easily manage databases.

- Work with multiple sheets or workbooks.

- Sort and create complex filters.

- Add conditional formatting, drop-down lists and graphics.

## PROGRAMME

### REVIEW OF THE BEGINNER COURSE

- Freeze the panes and titles for printing
- FORMULAS

  - Statistics: Average, COUNT, COUNTA, MAX, MIN
  - Absolute and relative references
  - Copy a formula effectively

### CHART

- Create a chart
- Modify data
- Arrangement and formatting of a chart
- Sparkline chart

### CONDITIONAL FORMATTING

- Create a simple formatting
- Icon set, color scheme
- Manage conditions

### MULTI-SHEET

- Group and dissociate sheets
- Multi-sheet operations
  - Operation from one sheet to another with link
- Identical formatting for some or all sheets
- View multiple sheets of the same workbook
- Hide, un-hide a sheet

- Change the color of a sheet
- Consolidation

  - By category
  - By position
- Protect a sheet

### MANAGING A DATABASE

**Sort and filter**

- Personalized sorting
  - Font color, filling and icon sets
- Simple filter
- Custom filter
- Advanced filter

**Subtotals**

- With one or more functions
- On one or more columns

**Custom displays**

- Set a view (Repetitive)

**Removing duplicates**
**Converting data**

### DATA VALIDATION

- Create validation
- Error message