Excel
Level: Intermediate
Microsoft

REQUIRED LEVEL:
Basic knowledge of Excel's functions.

DURATION:
1 day

OBJECTIVES:
Make spreadsheets using more advanced tools.

PROGRAM:

REVIEW OF THE BEGINNER COURSE
– Review on simple formulas: (Statistics: Average, COUNT, COUNTA, MAX, MIN)
– Freeze the panes and titles for printing
– 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
– Protect a sheet

MANAGING A DATABASE

SORT AND FILTER
– Personalized sorting
– Sort by 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

NAME MANAGER
– Set a name
– Change or delete a name