versalys
Technologies
Capital humain

Excel 2019 Intermediate

Objective

To efficiently use workbooks and the different management and data analysis tools available. Working with charts and exploring data analysis tools.

Code : EX-036

Durée : 2 days

Prérequis :
Excel Beginner

Module 1 (3 hours)
Workbooks
- What is a workbook
- Working with several sheets in a workbook
- Modifying the number of sheets contained in a workbook
- Moving and copying sheets
- Displaying multiple windows
- Viewing several sheets of the same workbook
- Protecting sheets
- Hiding and displaying sheets
- Mastering the rules used for naming cells
- Consolidating dat
- Creating a three dimensional formula
- Adding a range of data using the instant data analysis tools
- The Watch Window

Module 2 (3 hours)
Charts:
- General information about charts
- Understanding the different components that are used to create a chart
- Creating the appropriate chart that is best tailored to your data
- Customizing a chart
- Quickly changing the overall appearance of your charts
- Changing the format of a chart
- Adding drawings to a chart
- Displaying animations contained in charts
- Exploring the different types of charts
- Creating and using Pie charts
- Using data analysis tools;
- Creating a bank of custom charts

Module 3 (3 hours)
Lists (Databases):
- Creating a database
- Adding data
- Data validation
- Using the sort features
- Working with filters
- Using an advanced filter
- Using conditional formatting
- Performing calculations within a database;
- Creating a Pivot Table that is best tailored to your data
- Using a list of fields to create different types of Pivot Tables

Module 4 (3 hours)
Functions and Data Analysis Tools:
- Mastering the rules used for naming cells
- Creating formulas using functions
- Understanding Excel's functions
- Using Search functions (Vlookup)
- Using Logical functions
- Using Statistical and Mathematical functions
- Using Text functions
- Using Financial functions and the Goal Seek tool

Exploring Data Analysis Tools;
- Managing views
- Managing reports
- Managing scenarios