Advanced Excel 2021 and Microsoft 365

Hands-on course of 3 days - 21h
Ref.: ECU - Price 2024: €1 170 (excl. taxes)

This course is designed to help you improve your skills in Excel 2021 and Microsoft 365. You will become proficient in PivotTable-based data analysis, formula nesting and graphical communication.

EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Exploit and analyse data

Create advanced calculation formulas

Share and protect workbooks

Use charts to highlight data

Automate simple tasks

TEACHING METHODS

Active instruction is used throughout the course, based on examples, demonstrations, experience sharing, case studies and evaluation.

Discussions, experience sharing, demonstrations, supervised work and case studies to practise throughout the course.

THE PROGRAMME

last updated: 08/2023

1) Organising data tables

- Become proficient in best practices: use structured references, identify and delete duplicates, etc.
- Check the validity of input data.
- Learn Power Query to import, transform and consolidate data.

Hands-on work : Consolidating initial knowledge. Preparing and cleaning data sets. Logging in and creating queries on external data.

2) Exploiting data with PivotTables

- Create PivotTables. Use grouping possibilities (dates, numbers, etc.).
- Integrate calculations: deviations, percentages, totals, calculated fields, etc.
- Filter dynamically bas on segments and chronologies.
- Present PivotTables: layout, subtotals, formatting.
- Establish a relationship, learn about the data model and Power Pivot.

Hands-on work : Trying out the many analysis methods of PivotTables.

3) Using calculation functions and tools

- Enhance formulas with relative, absolute and mixed references and named ranges.
- Implement functions: conditional, dates, statistics, searches, logical, text.
- Build nested formulas.
- Use audit tools and simulation commands: target value, scenario, forecasts.
- Learn about dynamic array functions.
- Discover Excel 2021's flagship functions: FILTER, XMATCH and UNIQUE.

Hands-on work : Building calculation tables using advanced functions.

4) Checking input and sharing workbooks

- Share a workbook on the cloud; advantages and limitations.

- Protect spreadsheets and workbooks.
Hands-on work : Securing data input and sharing a workbook.

5) Enhancing your visual data
- Choose the right chart type for the data to be illustrated.
- Create two-axis, combo, hierarchy and statistics charts (treemap, funnel, waterfall).
- Use pivot charts. Discover map charts.
- Integrate trend curves, sparklines and forecasts.
- Enhance charts with new Office illustrations.
Hands-on work : Creating effective charts.

6) Introduction to macros
- Define, save and secure a macro.
- Assign a macro to a button or an icon. Customise the quick access toolbar.
- View the associated VBA code.
Hands-on work : Automating frequent and repetitive tasks.

DATES

REMOTE CLASS
2025 : 17 Mar, 02 Jul, 22 Sep, 19
Nov