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Training Excel Operational 2021

2 days (14 hours)

Presentation

Microsoft Excel is a spreadsheet program in the Microsoft Office suite developed and distributed by the publisher Microsoft. The most recent version is Excel 2021, part of the Microsoft Office 2016 suite and included in the Office 365 subscription. Since its creation in the early 1980s, but especially from version 5 onwards (in 1993), Excel has enjoyed great success with both the public and businesses, taking a very majority position against competing software, such as Lotus 1-2-3. The main native file formats are xls (1995 - 2003) and xlsx (2007 - 2016). It is designed to run on
Microsoft Windows, Mac OS X, Android or Linux platforms. Excel software integrates numerical calculation, graphical representation, data analysis and programming functions, using macros written in the VBA language common to other Microsoft Office software. The new features of Excel 2021 enable you to work in collaboration with your colleagues and easily analyze your data thanks to Excel's new functionalities, including co-creation, dynamic tables, XLOOKUP and LET functions. During this training course, you'll learn how to exploit data and perform dynamic calculations and analyses. You'll see how to run simulations, highlight data and use the Searchv function. Our Excel Operational 2021 training course will also teach you how to achieve faster calculations with SUMIF, COUNTIF and AVERAGEIF functions, Microsoft Search and new options in the Drawing tab.

Objectives

- Master basic functions and the Searchv function
- Tabulate
- Analyze data with pivot tables
- Use operational functions

Target audience

Anyone wishing to become independent in Excel

Prerequisites

Program of our training Excel Opérationnel 2021

Master basic functions and the Searchv function

- Recall the basis of absolute/relative references and basic calculations
- Create links between cells / sheets / workbooks
- Use the instant fill feature
- Use the advanced function: SEARCHV

Practical exercises Perform simple calculations, link workbooks and use the Searchv function.

Tabulate

- Formatting data in table format
- Using formatting functions
- Selecting data in a table
- Perform calculations in a table
- Use segments to filter

Practical work Tabulate and format data, perform calculations in a table and filter with segments.

Analyze data with pivot tables

- Create pivot tables (TCDs)
- Change calculation function
- Percentage data in a DCT
- Create a graph from a DCT

Practical exercises Analyze data on several axes using DCTs.

Use operational functions

- Freeze rows or columns
- Conditional formatting
- Master time-saving keyboard shortcuts

Practical work Adapt to learners' use of Excel.

Companies concerned

This training course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.