

Excel improvement 2019



BPC-135 2 Days (14 Hours)

Description

This training is intended to improve your skills in the functionalities of Excel 2019 and its specificities: PowerQuery, CONCAT functions... You will see calculations, dynamic analyses, simulations, data exploitation and ways of doing automation.

Who is this training for ?

For whom

Everyone wants to learn excel improvement.

Prerequisites

Good knowledge of the basic functionalities of Excel 2019 or knowledge equivalent to that provided by the "Excel 2019, getting started" course (Ref. DXC).

Training objectives

- Create advanced calculation formulas Control and share your workbooks Carry out interactive simulations Exploit and analyze data Enhance your data with graphics Automate the most common tasks

Training program

Organiser les tableaux de données

- Master best practices: use structured tables, identify and remove duplicates...
- Get started with PowerQuery to import, transform and consolidate data.
- Learn about the data model and PowerPivot.

Exploiter ses données avec des Tableaux Croisés Dynamiques (TCD)

- Create TCDs.
- Exploit the grouping possibilities (dates, numbers, etc.).
- Integrate calculations: differences, percentages, accumulations, calculated fields...
- Filter dynamically: segments, timelines.
- Present TCDs: layout, subtotals, formatting.

Exploiter les fonctions et les outils de calcul

- Make formulas reliable with relative, absolute, mixed references and named ranges.
- Implement functions: conditionals, dates, statistics, searches, logic, text
- Build nested formulas.
- Use audit tools and simulation commands: target value, scenario, forecasts.

Contrôler la saisie et partager les classeurs

- Sharing a workbook on Excel Online: advantages and limitations.
- Protect spreadsheets, workbooks.
- Check the validity of the data entered.
- Create a form with controls, drop-down list, radio buttons, checkbox.

Valoriser ses données visuelles

- Choose a chart type appropriate to the data to be illustrated.
- Create two-axis, combined, hierarchical, statistical (bucket, funnel, waterfall) charts.
- Use crosscharts. Discover maps.
- Integrate trend lines, Sparklines and forecasts.
- Enrich your tables with new Office illustrations.

S'initier aux macro-commandes

- Define, save and secure a macro command.
- Assign a macro to a button, an icon. Customize the quick access toolbar.
- Understand the associated VBA code.