

EXCEL 2013 Intermediate Level

OBJECTIFVES

At the end of this course, the participant will be able to adequately use spreadsheets and will have gained data management and analysis tools. They will also be able to use charts.

TARGET CLIENTELE

Public

PREREQUISITE

Knowledge of basic concept of Excel.



COURSE SYLLABUS

1. Spreadsheets

- Using many sheets in a spreadsheet
- Changing the number of sheets
- Moving and copying sheets
- Display many windows
- Protect sheets
- Hide and unhide sheets
- Consolidate data
- Add a range using the instant data analysis tool
- The Spy section

2. Charts

- General charts
- Distinguish elements that are part of a chart
- Create a chart appropriate for your data
- Personalize a chart
- Change the format of a chart
- Add drawings to your chart

- Differentiate the types of charts
- Use analysis tools
- Create a pool of personalized charts

3. Databases

- Create a simple database
- Enter data
- Validate data
- Sort data
- Use filters
- Conditional format
- Carry out database calculations
- Create a Pivot table for your data

4. Analysis functions and tools

- Control the denomination of cells
- Know Excel's calculation functions
- Use search functions
- Use logical functions

5. Use Analysis tools

- Manage displays
- Manage reports