EXCEL 2016
Intermediate Level

OBJECTIVES
At the end of the course, the participant will be able to adequately use spreadsheets and have the tools needed to manage and analyze a database. Using charts and exploiting analytical functions is part of the program.

TARGET CLIENTELE
Public

PREREQUISITE
Having taken and passed the beginner level course

COURSE SYLLABUS

1. Spreadsheets
- Definition of a spreadsheet
- Using many sheets in a spreadsheet
- Modifying the number of sheets
- Moving an copying sheets
- Display many windows
- Display many windows in the same spreadsheet
- Protect sheets
- Hide and unhide a sheet
- Control the denomination of cells
- Consolidate data
- Create a three-dimensional formula
- Using the instant data analysis tool, add a range
- The Spy tool

2. Charts
- Generalization about charts
- Distinguish the elements that make up a chart
- Create a chart appropriate for your data
- Personalize a chart
- Quickly fine-tune charts
- Modify the format of a chart
- Add drawings to your chart
- Add animation in your charts
- Differentiate the types of charts
- Use the Sectors-type charts
- Use analysis tools
- Create a pool of personalized charts

3. Databases
- Create a database
- Data entry
- Validate data
- Sort data
- Use filters
- Use advanced filters
- Conditional page layout
- Carry out database calculations
- Create a Pivot table that is convenient for your data
- Use a list of fields to create various types of Pivot tables

4. Analysis functions and tools
- Control the denomination of cells
- Create formulae using functions
- Know the calculation function of Excel
- Use search functions
- Use logical functions
- Use statistical and mathematical functions
- Use text functions
- Use financial functions and target value

5. Use analysis tools

- Manage the various displays
- Manage the reports
- Manage the scenarios
- Novelties
- Incorporate data from a spreadsheet into a Web page
- Share an Excel spreadsheet during an online meeting