

Réf : EB31-532

# Excel 2019

## Complex tables: advanced calculations, simulations and audits

### Aim

*This course aims to show you the extent of the calculation possibilities in Excel: advanced calculations, simulations and audits. After taking this course, you will be able to easily create complex tables*

### Target audience

Users who have mastered the essential commands and wish to move towards more advanced techniques

### Level required

The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.

### Estimated time to complete the essential modules

2 h 35  
(the video sequences last 7 minutes, on average)

## Course content

### ► The essential modules

#### Excel 2019 – Advanced calculations




MEDIPlus  
eLearning

This module offers interactive training consisting of 12 training videos, 12 exercises.

#### Find the right function for your calculation


- Lookup functions
- Text functions
- Time calculations
- Date calculations
- Conditions with AND, OR, NOT
- Nested conditions
- Conditional functions
- Array formulas
- Calculating with copied values
- Consolidation
- Financial functions
- Double entry data table

## Excel 2019 – Simulations and audits

 <p>MEDIPlus eLearning</p>	<p>This module offers interactive training consisting of 7 training videos, 7 exercises.</p>
	<p><b>Simulation</b></p> <ul style="list-style-type: none"> <li>• Double entry data table</li> <li>• Goal seek</li> <li>• The Solver</li> <li>• Managing scenarios</li> </ul>
	<p><b>Spreadsheet audit</b></p> <ul style="list-style-type: none"> <li>• Detecting errors</li> <li>• Evaluating formulas</li> <li>• The Watch Window</li> </ul>


## Office 2019 : use cases

Excel, Word or PowerPoint with an Office 365 subscription


 <p>Vidéo</p>	<p>This module offers to view a video lasting 22 minutes.</p>
	<ul style="list-style-type: none"> <li>• The Office suite with or without an Office 365 subscription: what are the differences?</li> <li>• Creating and saving Office files in OneDrive, SharePoint Online or Teams</li> <li>• Editing an Office file from OneDrive, SharePoint or Teams</li> <li>• Sharing Office files with other contributors or people from outside your organisation</li> <li>• Co-editing a file</li> </ul>

### ► Complementary material

## Excel 2019 and Office 365 versions – Reference book

 <p>Online book</p>	<p>This module includes digital course material.</p>
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## Excel 2019 – Table creation basics

 <p>MEDIPlus eLearning</p>	<p>This module offers interactive training consisting of 27 training videos, 27 exercises and 6 additional resources.</p>
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