

Ref : EB31-615

# Excel 2021

## Advanced techniques

### Aim

You master the essential commands and wish to evolve towards more advanced techniques.  
This training programme will make it possible for you to discover or improve your knowledge on formula, tools for calculations, pivot tables, sharing workbooks...

### 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

10h 40min  
(the video sequences last  
2 to 5 minutes, on average)

## Course content

### ► The essential modules

#### Excel 2021 – Level 2: Intermediate skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 60 training videos, 60 exercises and 5 additional resources.

#### Move on to more complex tables

- Displaying several lines in one cell
- Absolute reference
- Copying values, copying with a link and transposing
- You need to know: Calculation functions
- Control date and date formats
- Simple conditions
- Custom formats
- Conditional formatting
- Managing conditional formatting
- Named range
- Validation rules
- Cell ranges in functions

**Let charts explain your data**

- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Selecting chart elements
- Adding and removing items
- Formatting chart elements
- Modifying chart text it elements ems
- Legend and plot area
- Chart printing and page layout

**Create striking charts**

- Editing data labels
- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates
- Creating a 2D map chart
- Creating sparklines
- Managing sparklines

**Illustrate your data**

- Creating drawing objects
- Selecting and deleting objects
- Copying and moving objects
- Resizing drawing objects
- Editing text boxes
- Modifying drawing objects
- Formatting drawing objects
- Inserting pictures
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

**Database functionality with an Excel table**

- You need to know: Flash Fill
- Subtotal rows
- Creating and managing a data table
- Presenting and sorting data in a data table
- Adding calculations in a data table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: The criteria range
- Criteria ranges
- Filtering and copying rows using a criteria range
- Statistics with a criteria range
- Data sorting and filtering functions

**See your data from a different angle: pivot tables and charts**

- You need to know: Pivot tables and charts
- Creating a pivot table
- Editing and adding calculations to pivot tables
- Changing a pivot table's source
- Selecting, copying, moving or deleting in pivot tables
- Pivot table layout and printing
- Formatting pivot tables
- Filtering pivot tables
- Filtering with slicers
- Creating pivot tables based on several tables
- Adding calculated fields or elements
- Grouping data
- Pivot charts



## Excel 2021 – Level 3: Advanced skills



MEDIPlus  
eLearning

This module offers interactive training consisting of 42 training videos, 42 exercises and 5 additional resources.

#### Grasped the basics? Take the next step

- Converting data
- Creating a data series
- Custom views
- Comments
- Detecting errors
- Evaluating formulas
- The Watch Window

#### Find the right function for your calculation

- Lookup tables and 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

#### Discover unexpected features

- Goal seek
- The Solver
- Managing scenarios
- Hyperlinks
- You need to know: Styles and templates
- Creating and customising a theme
- Creating and using templates
- You need to know: Importing and exporting data with Excel
- Modifying and deleting templates
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files
- Importing data
- Updating and managing imported data
- Workbook properties


#### Share and collaborate effectively

- Protecting workbooks
- Protecting specific cells
- Sharing workbooks
- Finalising workbooks
- Creating forms
- Protecting and using forms


#### Find out more...

- Macros
- File versions and recovery
- You need to know: Customising the ribbon
- You need to know: Best practices with a spreadsheet application
- You need to know: Teamwork on a workbook

## Microsoft Office: use cases - Excel, Word or PowerPoint with a Microsoft 365 subscription


 Video	<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 Microsoft 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>
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## Excel 2021: use cases

 Video	<p>This module offers to view a video lasting 55 minutes.</p> <p><b>Implementing quality control</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Setting up the statistical formulas</li> <li>• Preparing the chart's setup</li> <li>• Setting up the control chart</li> <li>• Improving the control chart</li> <li>• Conclusion</li> </ul> <p><b>Analysing a library's attendance levels</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Creating the Attendance evolution chart</li> <li>• Creating the pivot tables</li> <li>• Conclusion</li> </ul> <p><b>Monitoring the budget</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Creating the pivot tables</li> <li>• Creating the pivot charts</li> <li>• Creating the scoreboard</li> <li>• Conclusion</li> </ul> <p><b>Minimising costs</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Setting up the formulas</li> <li>• Solving the problem with the Solver</li> <li>• Conclusion</li> </ul>
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### ► Complementary material

## Excel 2021 – Reference book

 Online book	<p>This module includes digital course material.</p>
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## Excel 2021 – Level 1: Essential skills



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eLearning

This module offers interactive training consisting of 45 training videos, 45 exercises and 6 additional resources.

