Réf : En_EB31-632

Excel 2021

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	Level required	Estimated time to complete the essential modules
Users who have mastered the essential commands and wish to move towards more advanced techniques	The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.	1 h 35 (the video sequences last 2 to 5 minutes, on average)

Course content

‣ The essential modules

Excel 2021 – Advanced calculations

MEDIAplus eLearning	This module offers interactive training consisting of 11 training videos, 11 exercises.

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

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Excel 2021 – Simulations and audits

MEDIAplus eLearning	This module offers interactive training consisting of 7 training videos, 7 exercises.

Simulation
- Double entry data table
- Goal seek
- The Solver
- Managing scenarios

Spreadsheet audit
- Detecting errors
- Evaluating formulas
- The Watch Window

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

Video	This module offers to view a video lasting 23 minutes.

- The Office suite with or without an Microsoft 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- • Co-editing a file

▸ **Complementary material**

Excel 2021 and Office 365 versions – Reference book

Online book	This module includes digital course material.

Excel 2021 – Table creation basics

MEDIAplus eLearning	This module offers interactive training consisting of 27 training videos, 27 exercises and 6 additional resources.