

Réf : EB31-534

Excel 2019

Analysing data: data tables and pivot tables

Aim

This course aims to enable you to better exploit your data tables and to create pivot tables. After taking this course, you will be able to easily manage data tables and pivot 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 49
(the video sequences last 7 minutes, on average))

Course content

► The essential modules

Excel 2019 – Data tables



MEDIPlus
eLearning

This module offers interactive training consisting of 10 training videos, 10 exercises and 2 additional resources.

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
- Copying rows filtered using a criteria range
- Statistics with a criteria range

Excel 2019 – Pivot tables



This module offers interactive training consisting of 8 training videos, 8 exercises and 1 additional resource.

Set your data from a different angle: pivot tables and charts

- You need to know: Pivot tables and charts
- Creating a pivot table
- Changing a pivot table's source
- Modifying and adding calculations to a pivot table
- Selecting, copying, moving or deleting in a pivot table
- Defining the layout and the presentation of a pivot table
- Formatting a pivot table
- Filtering a pivot table
- Pivot charts

Office 2019 : use cases

Excel, Word or PowerPoint with an Office 365 subscription



This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Office 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 2019 and Office 365 versions – Reference book



This module includes digital course material.

Excel 2019 – Table creation basics



This module offers interactive training consisting of 27 training videos, 27 exercises and 6 additional Resources.