

Réf : En\_EB31-634 v2

# Excel 2021

## Analysing data: data tables and pivot tables – v2

### 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 26  
(the video sequences last 2 to 5 minutes, on average)

## Course content

### ► The essential modules

#### Excel 2021 – Data tables



MEDIAplus  
eLearning

This module offers interactive training consisting of 12 training videos, 12 exercises and 2 additional resources.

#### Database functionality with an Excel table - Theme

- You need to know: Flash Fill
- Creating and managing a data table
- Presenting and sorting data in a data table
- Adding calculations to 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

## Excel 2021 – Pivot tables – v2



This module offers interactive training consisting of 12 training videos, 12 exercises and 1 additional resource.

### Set your data from a different angle: pivot tables and charts – Theme v2

- You need to know: Pivot tables and charts
- Creating pivot tables
- 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

## 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



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