

# Excel: Advanced

Hands-on course of 3 days - 21h

Ref.: ECE - Price 2024: CHF1 300 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Create advanced calculation formulas
- Correlate data from multiple sources
- Analyze data with Pivot Tables/Charts
- Create interactive simulations
- Create elaborate charts
- Implement macros to automate certain tasks

## TEACHING METHODS

Active learning based on discussions, real-world cases, practice exercises if taking the TOSA® certification exam, and an evaluation of what was learned from the training.

## HANDS-ON WORK

Discussions, experience-sharing, demonstrations, tutorials, and real cases to help you throughout the training.

## CERTIFICATION

If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam is proctored by the instructor and is carried out online during the last half-hour of the course. If taking place in a remote classroom, the exam must be both scheduled and then taken online within 4 weeks following the start of your session.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 07/2021

### 1) Mastering calculations: Formulas and functions

- Refresher on absolute/relative references and basic formulas
- Learning the statistical functions: AVERAGE, MAX...
- Using conditional formulas: IF, OR...
- Auditing formulas and correcting errors: #NOM?, #DIV/0!...
- Using advanced functions: VLOOKUP...

*Hands-on work : Using functions in tables.*

### 2) Working with decision support tools

- Mastering target values and the Solver.
- Using the scenario manager.
- Managing data tables.

*Hands-on work : Implementing multi-variable simulations.*

### 3) Connecting to outside data

- Consolidating data.

- Importing data.
  - Using data models for Pivot Tables.
- Hands-on work : Using external data and a data model.*

#### 4) Analyzing data and creating Pivot Tables.

- Standardizing lists for analysis.
- Creating Pivot Tables with custom formulas and groups.
- Designing Pivot Tables built on multiple ranges or with a data model.
- Mastering interactive data mining tools.
- Using performance indicators.

*Hands-on work : Analyzing data along multiple axes with Pivot Tables*

#### 5) Building charts

- Choosing a chart type
- Creating two-axis charts and combination charts.
- Designing specific charts.
- Incorporating trend curves, Sparkline, and forecasts.

*Hands-on work : Creating elaborate charts.*

#### 6) Mastering control, sharing, and protection tools

- Inserting controls and advanced validation criteria.
- Protecting cells, a sheet, and a workbook.
- Sharing a workbook, viewing it via a browser.

*Hands-on work : Creating an interactive formula. Using a shared workbook.*

#### 7) Using macros

- Defining and saving macros
- Assigning and customizing macros.
- Managing a workbook of personal macros.
- Discovering Visual Basic for Applications (VBA) and creating a simple function.

*Hands-on work : Implementing macros. Optional: Certifying your skills with TOSA®.*

## DATES

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#### REMOTE CLASS

2025 : 12 Mar, 16 Jun, 24 Sep, 10  
Dec