

# Excel Training: Data Analysis for Business Users

## (EXCINT, 2 jours)

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### Description

The course Data Analysis for Business Users (Excel Training) teaches you to organize, analyze, validate and present data using Microsoft Excel. Starting with data layout, the course explores basic and advanced functions. The training includes a detailed discussion of conditional, math & logic functions, PivotTables, Charts and a comprehensive introduction to Macro development.

### Tarifs

- Tarification: \$1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

### Plan de cours

Review of Essential Concepts	
Working with Absolute and Relative References	
Working with Multiple Worksheets	
Working with Advanced Functions	
Working with Dates and Times	
Customizing your Environment	
Importing Data from External Sources	
Excel Security	
Working with Data	
The Mechanics of AutoFill	
Creating a Data Series	
Creating a Data List	
Creating a Named Range	
Implementing Sorting, Filtering and Searching	
Creating a Graph for Impact	
Working with Formulas	
About Complex Function Syntax	
Using Functions to Summarize Data	
Using Conditional Functions to Implement Advanced Analysis	
Working with Functions and Dates	
Implementing your Own Functions using VB	
Working with Pivot Tables	
Working with Pivot Tables	
Creating a Pivot Table	
Pivot Table Options	
Advanced Pivot Table Options	
Pivot Tables and Custom Functions	
Working with PivotChart	
Macros Part I: Creating Basic Macros	
Preparing to Record a Macro: Absolute and Relative Mode	
Recording a Macro	
Testing the Macro	
Understanding the Code	

Macros Part II: Modifying Macros -----

Working with Variables

Working with Cells

Working with Conditional Statements

Creating Support Functions

Modifying a Recorded Macro

If Time Permits - Advanced Macro Development