Excel: Databases and Pivot Tables

Hands-on course of 1 day - 7h
Ref.: TCD - Price 2024: €450 (excl. taxes)

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

Structure a list of data to be analyzed

Know the functions to search for data in a list

Master statistical calculation functions applied to data

Create a Pivot Table from a list

Adding calculated fields to a pivot table

Mastering graphics and highlighting data in a pivot table

TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

HANDS-ON WORK

Discussions, experience-sharing, demonstrations, tutorials, and real cases.

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 must be both scheduled and then taken online within 4 weeks following the start of your session.

THE PROGRAMME

last updated: 07/2021

1) Databases
- Structuring a list of data, using Excel's "Data Tables".
- Sorting data with one or more sort keys.
- Deleting duplicates.
- Filtering data using the automatic filter: Chronological, number, or text filter.
- Extracting data with the advanced filter.
Hands-on work : Learn about and register for the TOSA® certification option. Example of database management. Sorting and filtering data. Displaying a subtotal in a database.

2) Advanced calculation functions in databases
- Using the Function Wizard, nested functions.
- IS and logical functions (IFERROR, AND, OR, etc.).
- Handling conventional statistical functions (AVERAGE, MAX, MIN , etc.).
- Creating statistical functions conditional on one or more criteria (COUNTIF, COUNTIFS, SUM, AVERAGEIFS).
- Mastering search functions (VLOOKUP, HLOOKUP, MATCH, INDEX, etc.).
Hands-on work : Produce statistical reports on the databases. Enhance a data table with the VLOOKUP function.

3) Summary tables with the Pivot Tables tool
- Define and create a pivot table.
- Varying the analysis options and structure of the pivot table.

- Updating a pivot table.
- Improving the presentation of pivot tables.
- Filtering and sorting in a pivot table. Using slicers to filter a pivot table.
- Grouping/ungrouping in a pivot table.
- Using calculation methods in pivot tables: counts, averages, percentages, totals, ratios, etc.
- Inserting a calculated field into a pivot table.
Hands-on work : Create pivot tables to analyze and summarize information from data tables. Going further with formulas in pivot tables.

4) Illustrating your results with charts
- Creating, formating, and print a PivotChart.
- New graphic styles.
- Two-axis charts, combination charts, trend lines, Sparkline charts.
Hands-on work : Hands-on work

DATES

REMOTE CLASS
2025 : 19 Mar, 13 Jun, 05 Sep, 12 Dec