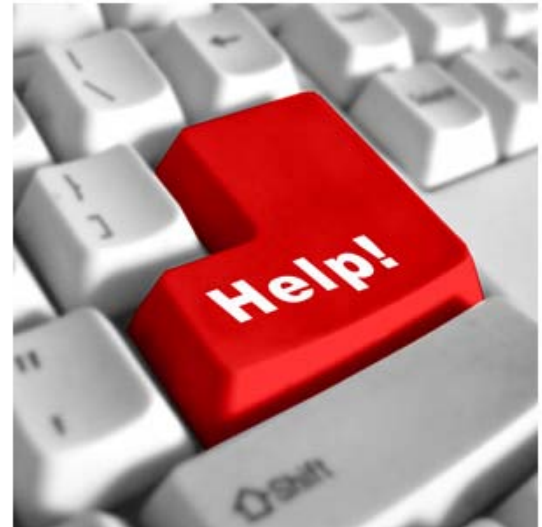


Training Course Excel

Computer training **Microsoft Office Excel** in English, French or Dutch

Basic Excel Training

- To discover the working environment and the basic options of a worksheet in Excel
- Office Assistant in Excel
- For 2007 : work with the new environment : ex. "ribbons" and the Office button instead of toolbars in Excel
- To type, change, correct data; to create, open, save and print a file in Excel
- To move and copy data in Excel
- Use of AutoSum function, to create formulas manually, to use the wizard to create simple functions
- Layout of a text : bold, underlined, font, font size, etc. ...
- Layout of numbers (autodate, 'EUR',...), alignment, borders and shading in Excel
- Protecting cells in Excel
- To change margins, to define paper size and page orientation, to insert headers and footers, to insert page numbering, to choose page ends



Excel Intermediate Training

Working with Charts in Excel

- Create a chart with the aid of the Chart Wizard
- Format text; colours, and line weight in a chart in Excel
- Modify the scale of the axis; add titles and legend; add free text and graphical elements; change chart type 3D charts.
- change chart type; 3D charts in Excel
- Add or modify data range; create combined charts in Excel
- Import external graphical objects into a chart in Excel
- Export a chart to Word or Powerpoint in Excel
- Create a dynamic Pivot table in Excel



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50% discount for independent and SME in the **Flemish region**



Agrément numéro
10.0879

Managing and analyzing Data in Excel

- Basic database concepts in Excel
- To create and modify a list of data in Excel
- Sorting data in Excel
- Filtering data with the 'Autofilter' or the 'Advanced Filter' (or based on the colours in Excel 2007)
- Validating data in Excel
- Remove duplicates (in Excel 2007)
- Calculating subtotals in Excel
- Creating Pivot tables : Pivot table report and Pivot Chart

We accept **training cheques** of the
Walloon region

Functions & Formulas in Excel

- Where do you find a formula ? Basic functions and function wizard (+ Function Library in Excel 2007). Verification and correction of formulas in Excel
- To understand selection principles from the basic functions : Sum - Average - Min - Max in Excel
- To create a logical function with IF) in Excel
- New IF functions in Excel 2007 (averageif, iferror, etc...)
- To create a formula with data from different sheets (calculations in 3 dimensions) in Excel
- Searching data in a database (Lookups) in Excel
- Using time functions in a calculation (Today, Now,...) in Excel
- Overview of the other functions : text, information, financial, mathematical in Excel
- Creating a comparison with an unknown element
- Creating tables based on a function or a formula
- Creating different versions of a table : the scenarios

Excel Expert Training

- Working with sheets in Excel
- Working on different windows in Excel
- Navigating in a worksheet in Excel
- To save and use Excel templates
- To work with Fill handle, format painter and their smart tags
- To format cells with Styles (and Themes in Office 2007)
- Conditional format of cells (very extended in 2007)

- To name a range of cells to get access to them or to use them in a calculation in Excel
- To create rules to fill cells in Excel
- To make a chart starting from a table in Excel
- To obtain information from a table to present them, filtering, Pivot tables, MS Query possibilities
- To import data in Excel
- To create a form in Excel
- To share documents in Excel
- Introduction to macros in Excel

All Office courses:

- **Office 2010**
- **Word Training**
- **Excel Training**
- **Powerpoint Training**
- **Outlook Training**
- **FrontPage Training**
- **Expression Web Training**
- **Access Training**
- **Visio Training**
- **Office 2007 Training**
- **MS Project Training**
- **VBA Training**
- **Lotus Notes Training**
- **OpenOffice.org Training**
- **MindManager Training**
- **Sharepoint Training**

This courses can be held in-company or in Brussels. **Contact us for a price quote.**

Some clients: Colruyt, Telelingua, Nestlé, CPAS Molenbeek, Fabricom, Club Med, NATO, G4S, Fonds de participation, Roularta, Georg Fischer, SGC, STIB, Federal Police, Flemish Government, KBC, Fortis, ING, Tetrapak, Starwood hotels, Jetair, Belgacom, VRT, National Bank of Belgium,...

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