Course : Excel, expertise

optional remote TOSA® certification

Practical course - 2d - 14h00 - Ref. EEX
Price : 890 CHF E.T.

★★★★½   4,8 / 5

This training course will enable you to broaden and deepen your area of use of Excel by exploiting advanced functions (nesting, INDIRECT, Boolean matrix and logic, LAMBDA…) and reworking pivot tables (TCD).

Teaching objectives

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

- ✔ Use Excel's advanced calculation functions
- ✔ Optimize data capture, reliability and user interface
- ✔ Master data analysis with pivot tables
- ✔ Create elaborate graphics

Intended audience

Advanced Excel users with specific needs. Must have already completed the [Excel, Perfectionnement " training course (or equivalent level).

Prerequisites

Be comfortable with Excel's classic functions (SI, NB.SI.ENS, SUM.SI, SEARCHV). Know how to create and manipulate simple pivot tables.

Practical details

Hands-on work
Discussions, experience-sharing, demonstrations, tutorials and case studies for practice throughout the course.

Course schedule

1 **Introduction and best practices**

- Common mistakes made by advanced users.
- File organization and structuring.
- Best practices for reliable calculations.

Hands-on work
Sample tables.

PARTICIPANTS
Advanced Excel users with specific needs. Must have already completed the [Excel, Perfectionnement " training course (or equivalent level).

PREREQUISITES
Be comfortable with Excel's classic functions (SI, NB.SI.ENS, SUM.SI, SEARCHV). Know how to create and manipulate simple pivot tables.

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.

2   Advanced functions and formulas

- Imbrication of functions with or without an assistant.
- Matrix and dynamic functions (SINGLE, FILTER, SORT, SEQUENCE).
- Advanced functions : LET, LAMBDA, MAP, REDUCE, SCAN.
- Classic functions: INDEX-EQUIV, AGREGAT, SOMMEPROD.

Hands-on work
Demonstrate and implement functions in application exercises.

3   Facilitators and user interface

- Name manager, use dynamic names.
- Advanced data validation (custom formulas, dependent lists).
- Create conditional formatting rules with formulas (color a data line on condition).

Hands-on work
Improve input and formatting in spreadsheets.

4   Data analysis with pivot tables

- Little-known settings and tricks for DCTs.
- Calculated fields and elements.
- Advanced grouping and hierarchy management.
- Use LIREDONNEESTABCROISDYNAMIQUES to automate reporting.
- New interaction possibilities and customization of TCDs.

Hands-on work
Exploit the little-known possibilities of pivot tables.

5   Advanced graphics and representations

- Dynamic crosstab charts: benefits and limitations.
- Complex graphics: cascades, combinations, dynamic histograms.
- Elaborate graphics: thermometers, gauges, bubbles.

Hands-on work
Build elaborate graphics by combining several functions.

Options

Certification : 80 € HT

TOSA® certification certifies the learner's skills on a 1,000-point scale for a period of 3 years. The TOSA® diploma is issued if the learner's score exceeds 351 points. The program targets advanced to expert levels (score from 726 to 1,000). Once the exam has been taken, learners can consult their results live, and receive an e-mail with a certificate, a detailed summary of their skills and their diploma within 5 days. The exam lasts 1 H 00 and consists of 35 exercises alternating between manipulations on the software and multiple-choice questions, the difficulty of which varies according to the learner's answers. Unless specifically requested, the course is given by default in French and on the most recent software version. Monitoring is carried out by software and recorded for compliance control purposes.

Dates and locations

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 to review your request and its feasibility.

REMOTE CLASS

2026 : 1 June, 30 June, 22 Oct., 10 Dec.