

Course : Excel Microsoft 365, advanced

Practical course - 3d - 21h00 - Ref. EPP

Price : 1350 CHF E.T.

★★★★☆ 4,6 / 5

This training course enables you to master the advanced functions of Microsoft 365 Excel: data analysis with Power Query and TCD, dynamic formulas, cloud collaboration, automation with macros, workbook visualization and optimization.

Teaching objectives

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

- ✓ Make the most of advanced data analysis tools -
- ✓ Efficient use of dynamic functions and new calculation formulas
- ✓ Collaborate on shared files in the cloud
- ✓ Create rich, interactive visualizations in Excel
- ✓ Automate certain tasks with macros and the VBA language

Intended audience

Anyone wishing to improve their skills in Microsoft 365 Excel.

Prerequisites

Good knowledge of the basic functions of Excel 2021 or Microsoft 365.

Course schedule

1 Data structuring and processing

- Use Microsoft 365 dynamic tables.
- Use enriched data types (geography, stocks, currencies).
- Clean up and transform data with Power Query.
- Connect external sources (cloud, web, databases)

Hands-on work

Cleansing and transformation of a complex dataset.

PARTICIPANTS

Anyone wishing to improve their skills in Microsoft 365 Excel.

PREREQUISITES

Good knowledge of the basic functions of Excel 2021 or Microsoft 365.

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 Analysis with pivot tables (PDTs)

- Create DCTs with exclusive features.
- Use intelligent grouping.
- Dynamic filtering: segments, chronologies.
- Master dynamic segments.
- Introduction to the data model and Power Pivot.

Hands-on work

Build interactive DCTs with external data.

3 Dynamic functions and advanced calculations

- Use FILTER, SINGLE, SORT, LET, SEQUENCE functions, etc.
- Get to grips with RECHERCHEX and its new functions.
- Create matrix formulas.
- Use intelligent forecasting tools
- Use audit tools and simulation commands: target values, scenarios, forecasts.

Hands-on work

Create advanced calculations with new functions.

4 Collaboration and sharing in the cloud

- Co-publishing in real time.
- Use OneDrive for sharing.
- Manage authorizations and protect data.
- Versioning and recovery of previous versions.

Hands-on work

Multi-stakeholder collaboration on a shared Excel dashboard.

5 Visualization and formatting

- Create customized and combined graphs.
- Use 2D maps (not Power BI)
- Create interactive visualizations.
- Enrich tables with icons, linked images and sparklines

6 Introduction to automation with macros

- Define, save and secure a macro command.
- Assign a macro to a button or shortcut.
- Visualize and understand the generated VBA code.
- Best practices for secure execution

Hands-on work

Automate a repetitive task (e.g. monthly report generation).

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.

7 Exclusive Microsoft 365 features

- Exploit connected data types.
- Use linked tables.
- Create dynamic array formulas.

Hands-on work

Use of exclusive features.

8 Optimization and performance

- Manage large volumes of data.
- Optimize calculations and formulas.
- Use the Microsoft 365 optimized mode.
- Mastering modern best practices

Hands-on work

Optimize complex workbooks.

Dates and locations

REMOTE CLASS

2026 : 17 June, 30 Sep., 2 Dec.