

# 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.

## 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.

## 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](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- 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, formatting, and print a PivotChart.
- New graphic styles.
- Two-axis charts, combination charts, trend lines, Sparkline charts.

*Hands-on work* : Hands-on work

## DATES

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REMOTE CLASS

2024 : 05 Jul, 11 Oct