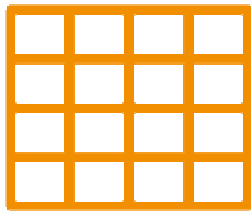


## Training in French and English



### Duration

A two days interactive course with exercises.

### Prerequisites

Basic knowledge of Excel.

### Main goal

Know the advanced functions of the software to organize and follow up the company's projects.

To learn the tricks and the most used methods to plan efficiently.

### Participants

Project manager or any person having to manage projects.

### Course Overview

- Project phases
- Quick presentation of menus and ergonomics
- Drawing a flowchart and a process
- Managing Parameters when Copying Formulas
- Naming cells
- Highlighting through conditional formatting
- Automatically create subtotals
- The VLOOKUP function (RECHERCHEV)
- Date calculation and format
- The DSUM function (BDSOMME)
- Auditing formulas
- Reverse calculation: Goal Seek (Valeur cible)
- Data Validation
- Sorting and filtering
- Pareto's Law
- Pivot Table Graph
- The IF function (SI) and nested IFs
- Earned value management (Gestion de la valeur acquise)
- Consolidation of several sheets
- Template creation
- Cell and sheet protection
- Annotating a spreadsheet
- Insert form controls