



Situé à Bonamoussadi, à l'entrée du centre des impôts de Douala 5^{ème}

Tel / WhatsApp: 673 91 94 90 / 695 50 48 82

BP:8119

Email : info@cticamer.com Web: www.cticamer.com

PROGRAMME DU COURS

D'ANALYSE DE DONNEES AVEC

MS EXCEL

Create and manage worksheets and workbooks

Create worksheets and workbooks

- creating new blank workbooks; creating new workbooks using templates; importing files; opening non-native files directly in Excel; adding worksheets to existing workbooks; copying and moving worksheets

Navigate through worksheets and workbooks

- searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name Box

Format worksheets and workbooks

- changing worksheet tab color; modifying page setup; inserting and deleting columns and rows; changing workbook themes; adjusting row height and column width; inserting watermarks; inserting headers and footers; setting data validation

Customize options and views for worksheets and workbooks

- hiding worksheets; hiding columns and rows; customizing the Quick Access toolbar; customizing the Ribbon; managing macro security; changing workbook views; recording simple macros; adding values to workbook properties; using zoom; displaying formulas; freezing panes; assigning shortcut keys; splitting the window

Configure worksheets and workbooks to print or save

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- setting a print area; saving workbooks in alternate file formats; printing individual worksheets; setting print scaling; repeating headers and footers; maintaining backward compatibility; configuring workbooks to print; saving files to remote locations

Create cells and ranges

Insert data in cells and ranges

- appending data to worksheets; finding and replacing data; copying and pasting data; using AutoFill tool; expanding data across columns; inserting and deleting cells

Format cells and ranges

- merging cells; modifying cell alignment and indentation; changing font and font styles; using Format Painter; wrapping text within cells; applying Number format; applying highlighting; applying cell styles; changing text to WordArt

Order and group cells and ranges

- applying conditional formatting; inserting sparklines; transposing columns and rows; creating named ranges; creating outline; collapsing groups of data in outlines; inserting subtotals

Create tables

Create a table

- Moving between tables and ranges; adding and removing cells within tables; defining titles

Modify a table

- Applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables

Filter and sort a table

- filtering records; sorting data on multiple columns; changing sort order; removing duplicates



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Apply formulas and functions

Utilize cell ranges and references in formulas and functions

- utilizing references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas

Summarize data with functions

- Utilizing the SUM function; utilizing the MIN and MAX functions; utilizing the COUNT function; utilizing the AVERAGE function

Utilize conditional logic in functions

- utilizing the SUMIF function; utilizing the AVERAGEIF function; utilizing the COUNTIF function

Format and modify text with functions

- utilizing the RIGHT, LEFT and MID functions; utilizing the TRIM function; utilizing the UPPER and LOWER functions; utilizing the CONCATENATE function

Create charts and objects

Create a chart

- creating charts and graphs; adding additional data series; switching between rows and columns in source data; using Quick Analysis

Format a chart

- adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs

Insert and format an object

- inserting text boxes; inserting SmartArt; inserting images; adding borders to objects; adding styles and effects to objects; changing object colors; modifying object properties; positioning objects