

# Efficient calculations and visualizations with Microsoft Excel («ME2»)

In this two days course you will learn how to use the most important functions of Excel and the possibilities of data visualization.

**Duration:** 2 days

**Price:** 1'140.–

**Course documents:** Digital Digicomp courseware

## Content

### 1 Introduction and repetition

### 2 Cell references

- Relative, absolute, and mixed references

### 3 Using functions

- Creating functions
- Auto completion of functions

### 4 Round results

### 5 The IF function

- Structure of the function
- Nested IF functions

### 6 The functions AND and OR

### 7 Using names

- Definition, edit, delete and use

### 8 Consolidate tables

### 9 Date functions and time calculations

### 10 Lookup functions

- VLOOKUP
- HLOOKUP

### 11 Charts

- Chart types columns, lines, bar, pie, and radar
- Customize charts
- Print charts

### 12 Data visualization with sparklines

### 13 Conditional formatting

- Predefined rules
- Rules with functions

## Key Learnings

- Creating your own tables with different calculations in an efficient way
- Understanding percentage, date and look-up functions in Excel
- Visualising data using charts, sparklines and conditional formatting
- Consolidating multiple worksheets or workbooks

## Target audience

This course is aimed at users who already have experience with Excel and want to expand their knowledge in a practical way.

## Requirements

Attention: This course is not suitable for beginners. Basic knowledge of Excel similar to the following course is required:

- [Microsoft Excel Refresher \(«MEREFR»\)](#)
- [Microsoft Excel Foundation \(«ME1»\)](#)

## Additional information

This course is suitable for users of Excel 2019, 2016 and 2013.

## Further courses

- [Useful and efficient functions in Microsoft Excel \(«ME8»\)](#)
- [Microsoft Excel for Power Users \(«MEPU»\)](#)
- [Creating templates and forms with Excel \(«ME6»\)](#)
- [Storytelling with Excel \(«STOREX»\)](#)
- [PivotTables and Data Analysis with Excel \(«MEPT»\)](#)
- [Visualizing data with Excel \(«ME3»\)](#)
- [Microsoft Excel for Controllers \(«EBX»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-efficient-calculations-and-visualizations-with-microsoft-excel](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-efficient-calculations-and-visualizations-with-microsoft-excel)