

BECOME AN EXCEL PRO AND SAVE TIME!

Information on the Intermediate Excel Training (Excel 2.0)

Learning objectives

This training gives you the opportunity to **use Excel like a pro!** You will review the best practices to implement in order to perfectly organize your data in Excel. The goal is to free up your time so you can dedicate it to other tasks.

By the end of the training, you will be able to:

1. Build a structured tracking table by applying best practices (structured table, slicers, freeze panes, group columns, duplicate sheet...)
2. Insert pivot tables that meet your needs and analyze data in charts
3. Transform external data with Power Query and use artificial intelligence to get the desired result
4. Design formulas with functions that meet your needs
5. Use features to save time (data validation, conditional formatting...)
6. Build a dashboard tailored to your needs

Teaching, technical and support methods

This is a live, instructor-led training that allows immediate interaction with the trainer. The training is hands-on to ensure long-term skill development.

Our trainers draw on concrete, personalised case studies. They are able to adapt to your level and needs, which may evolve throughout the course. Training materials will be provided during and/or at the end of the training.

Assessment methods

Before training	→ Needs analysis: interview (phone or video call) → Level assessment: multiple-choice test
During training	→ Knowledge and skills assessment: practical exercises and evaluations
After training	→ Individual skills review: progress report → Training satisfaction assessment: questionnaire → Sit the TOSA Excel (RS7256) or ENI Excel (RS7536) to validate your skills (optional, mandatory if CPF-funded)

Equipment and prerequisites

- A computer and an internet connection
- Beginner or intermediate level in Excel (following needs assessment)

Key strengths

- Flexible schedule adapted to your availability
- Modular, personalised learning path
- Live training with a trainer
- Full or partial funding available (CPF, OPCO, your company, France Travail...)

Accessibility for people with disabilities

We are particularly committed to the inclusion of people with disabilities. Please send us a message via [the contact form](#) and we will explore possible accommodations.

Practical information

Practical details	
Recommended duration: 18 hours (the training adapts to your schedule and budget, with a flexible duration based on your needs) Flexible pace: daytime, evening, weekdays, weekends... Format: remote or in-person Target audience: users who feel they are wasting time and not making full use of Excel's potential Access: within 15 days after needs analysis Trainer profile: expert Excel trainer and consultant	
Pricing	
Individual training	Group training
1 440 € <i>For 18 hours with a remote trainer (80 € per hour)</i>	1 400 € <i>For 2 people, 14 hours with a trainer (starting from 100 € per hour)</i>
Optional certification (€100)	Pedagogical contact
1 TOSA or ENI Excel <i>Mandatory if CPF-funded</i>	Nicolas PARENT +33 7 51 62 01 40 n.parent@morpheus-formation.fr

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Content of the Intermediate Excel Training (Excel 2.0)

*The trainer will not necessarily cover all modules in this programme.
The training will be adapted to the learners' needs and level.*

Module 1 – Master Excel best practices

- Choose between a structured table or a table with borders
- Insert, name, and modify a data table
- Differentiate between the SUM, AVERAGE, and AGGREGATE functions
- Apply a cell format
- Quickly sort and filter table data (slicers)
- Freeze panes
- Group or ungroup rows and columns (avoid show/hide)
- Duplicate a worksheet (avoid copy-paste)
- Use paste special options
- Create a pivot table and insert simple charts
- Create a simple conditional formatting rule
- Insert a fixed drop-down list

Module 2 – Fully leverage the power of pivot tables

- Identify and calculate the indicators to analyze
- Insert a pivot table (PT) and use the field list
- Calculate the total, sum, average, and count of values
- Filter pivot table data (slicer, timeline)
- Display a percentage of the total and of data groupings
- Create calculated fields (sum, growth rate, run simulations...)
- Choose the chart best suited to the data being presented
- Highlight inconsistencies in a database
- Work simultaneously on multiple pivot tables and customize them

Module 3 – Multiply your productivity to free up time

- Understand the benefits of using Power Query
- Get and transform data with Power Query in Excel
- Import, convert data, and remove duplicates
- Quickly find information in an Excel table
- Replace one text element with another and/or one cell with another
- Find a target value (Goal Seek)
- Sort table data across multiple columns and use advanced filtering
- Transpose rows into columns and vice versa
- Work simultaneously on multiple sheets within the same workbook
- The most used Excel shortcuts!
- Use artificial intelligence to achieve the desired result (formula, feature, structured table...)

Module 4 – Design complex formulas

- Understand relative, absolute, and mixed references in a formula
- Fully master the XLOOKUP function (and be familiar with VLOOKUP)
- Find the desired value in an array with INDEX and MATCH
- Calculate and count based on one or more criteria (SUMIFS, SUMPRODUCT, AVERAGEIFS, COUNT, COUNTA, COUNTBLANK, COUNTIFS...)
- Automate the return of information with logic functions (information functions, blank criteria, filled criteria, AND, *, OR, +, IFERROR...)
- Combine, extract, and/or modify text (&, CONCAT, TEXTJOIN, TEXTSPLIT, TEXTBEFORE, TEXTAFTER, TEXT...)
- Understand and calculate dates (TODAY, DATEDIF, EOMONTH, EDATE, WEEKDAY, ISOWEEKNUM...)
- Understand and calculate time (understanding time formatting, [h]:mm format, HOUR, MINUTE, SECOND, TIME...)
- Create and work with dynamic ranges (#, UNIQUE, SORT, SORTBY, FILTER, TRANSPOSE, OFFSET...)
- Identify the reasons why a formula isn't working

Module 5 – Identify and anticipate data entry errors

- Map out processes to translate them into an Excel workbook
- Automate repetitive tasks
- Understand relative, absolute, and mixed references in conditional formatting and data validation
- Create advanced conditional formatting rules (icon sets, data bars, formulas, two- or three-color scales, format an entire row that meets one or more criteria, format cells that meet a date criterion...)
- Create advanced data validation rules (validate the entry of dates, numbers, text, prevent duplicate entries in a table, create a dynamic drop-down list...)
- Insert a checkbox
- Customize a data validation error message
- Protect a sheet and/or a workbook

Module 6 – Build a management dashboard

- Differentiate a dashboard from a pivot table
- Identify, present, and analyze dashboard indicators
- Format an image, shape, and/or icon
- Create a dynamic menu
- Link an indicator to a shape
- Choose the relevant charts to present
- Rearrange objects to style the dashboard

Document last updated: 30/07/2026