### Advanced Microsoft Excel Training

<table>
<thead>
<tr>
<th>Target audience</th>
<th>Professionals from the biotechnology sector: researchers, technicians, students, ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite</td>
<td>Basic knowledge of Excel&lt;br&gt;Comfortable with handling a computer</td>
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<tr>
<td>Objectives</td>
<td>Participants will learn how to optimally use Excel, specifically its advanced functions for the management of large scientific data sets</td>
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</tbody>
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#### Content

**Day 1:**
- Work with ranges
- Create simple formulas
- Use built-in Excel functions
- Protect data
- Templates
- Create Tables
- Work with Data Series
- Name and Reference Cells

**Day 2:**
- Nested Function
- Advanced Functions
- Set-up a spreadsheet with external data
- Create and modify Pivot Tables
- Trace dependents and precedents
- Create and manage Charts

#### Methodology

50% Theory – 50% Exercises

#### Coordinator

Biopark Formation - Erika Baus, formatrice (erika.baus@ulb.ac.be)

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**In practice**

**Référence:** DM-1.2  
**Location:** Biopark Charleroi  
**Duration:** 2 days – 14 participants  
**Schedule:** from 09:00 to 17:00

**REGISTRATIONS AND FEES**

Biophare: [http://www.biophare.eu](http://www.biophare.eu)

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**Contact**

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