55131A: Intermediate Microsoft Excel 2013

The Intermediate Microsoft Excel 2013 training is a one-day class that is designed for students who have basic knowledge of Excel yet want to advance their skill set by learning the skill set of working with advanced formulas, lists, and illustrations. This intermediate course will make students work with charts and advanced formatting including styles. This course will prepare students to appear for the MOS: Microsoft Office Excel 2013 certification exam 420.

Completion of the course equips the participants with the following skill set:

- Learning to use formulas and functions.

- Converting, sorting, filtering, and managing lists.

- Creating and modifying charts.

- Learning to use conditional formatting and styles.

- Inserting and modifying illustrations in a worksheet.

- Learning to work with tables.

Course Details

_____

Course Outline

Module 1: Advanced Formulas

In this module, participants learn how to work with advanced formulas in Excel.

Lessons

- Use Named Ranges in Formulas

- Use Formulas That Span Multiple Worksheets

- Use the IF Function

- Use the PMT Function

- Use the LOOKUP Function

- Use the VLOOKUP Function

- Use the HLOOKUP Function

- Use the CONCATENATE Function

- Use the TRANSPOSE Function

- Use the PROPER, UPPER, and LOWER Functions

- Use the LEFT, RIGHT, and MID Functions

- Use Date Functions

- Create Scenarios

Module 2: Work with Lists

In this module, participants learn how to work with lists in Microsoft Excel 2013.

Lessons

- Convert a List to a Table

- Remove Duplicates from a List

- Sort Data in a List

- Filter Data in a List

- Add Subtotals to a List

Module 3: Work with Illustrations

In this module, participants learn how to add illustrations to Microsoft Excel worksheets to improve their look and feel, and also to illustrate your points.

Lessons

- Work with Clip Art

- Us Shapes

- Work with SmartArt

Module 4: Visualize Your Data

In this module, participants learn how to use techniques for visualizing your data.

Lessons

- Insert Charts

- Add and Format Objects

- Insert a Text Box

- Create a Custom Chart Template

Module 5: Work with Tables

In this module participants learn how working with tables in Excel 2013 can help organize data.

Lessons

- Format Data as a Table

- Move between Tables and Ranges

- Modify Tables

- Define Titles

Module 6: Advanced Formatting

In this module, participants learn how to use advanced formatting techniques in Excel 2013.

Lessons

- Apply Conditional Formatting

- Work with Styles

- Create and Modify Templates

Module 7: Microsoft Excel 2013 New Features

In this module, participants learn about a number of new features in Excel 2013 to help make work with worksheets easier and more efficient.

Lessons

- Explore New Functions in Excel 2013

- Use New Chart Tools

- Use the Quick Analysis Tool

- Use the Chart Recommendation Feature

Who Should Attend

This course is beneficial for students who have little or no familiarity with Microsoft Excel 2013 or more experienced Excel users who are interested in learning intermediate level of skills covered in this course on the 2013 interface.

Pre Requisite

Before attending this course, a candidate must have/be:

- Familiar with using a personal computer, mouse, and keyboard.

- Comfortable in the Windows environment.

- Able to launch and close programs, and navigate to information stored on the computer.

- Basic Excel 2013 skills.

Date - Apr 20, 2024