

1 Days

55132A: Advanced Microsoft Excel 2013

The Advanced Microsoft Excel 2013 training is a one-day class that is designed for students to equip themselves with the necessary skill-set of using pivot tables, auditing and analyzing worksheet data, utilizing data tools, collaborating with others, and creating and managing macros.

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

- Creating pivot tables and charts.
- Tracing precedents and dependents.
- Importing and exporting data.
- Converting text and validating and consolidating data.
- Creating, using, editing, and managing macros.
- Collaborating with others by protecting worksheets and workbooks.

Course Details

Course Outline

Module 1: Using Pivot Tables

In this module, participants learn how to work with pivot tables.

Lessons

- Create Pivot Tables
- Insert Slicers
- Work with Pivot Tables
- Insert Pivot Charts
- More Pivot Table Functionality

Module 2: Audit Worksheets

In this module, participants learn how to audit worksheets.

Lessons

- Trace Precedents

- Trace Dependents
- Show Formulas

Module 3: Data Tools

In this module, participants learn about Data Tools in Microsoft Excel that are simple tools which make it easy to manipulate data.

Lessons

- Convert Text to Columns
- Link to External Data
- Control Calculation Options
- Data Validation
- Consolidate Data
- Goal Seek

Module 4: Work with Others

In this module, participants learn how to use features that are useful when sharing and working with others.

Lessons

- Protect Worksheets and Workbooks
- Track Changes
- Mark a Workbook as Final

Module 5: Record and Use Macros

In this module, participants explore that while working with Excel, one may find certain operations being repeated frequently.

Lessons

- Record Macros
- Run Macros
- Edit Macros
- Add Macros to the Quick Access Toolbar

Module 6: Random Useful Items

In this module, participants learn how to use some useful tricks and tools in Excel.

Lessons

- Sparklines
- Prepare a Workbook for Internationalization and Accessibility
- Import and Export Files

Module 7: Microsoft Excel 2013 New Features

In this module, participants learn how to use some new features to help you efficiently and effectively create and edit workbooks.

Lessons

- Use Slicers to Filter Data
- Create a PivotTable Timeline
- Create a Standalone PivotChart
- Workspaces in Excel 2013

Who Should Attend

This course is beneficial for students who intermediate level of skills with Microsoft Excel 2013 or more experienced Excel users who are interested in learning advanced-level 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.
- Basic understanding of security concepts such as authentication and authorization.

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