

MICROSOFT EXCEL 2013 ADVANCED

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Microsoft Excel
2013
Advanced



COURSE LENGTH: 1.0 DAYS

Individuals and organizations must constantly update their knowledge and skills in Microsoft Excel to stay competitive and to keep with the pace of today's rapid changing economy.

With this final course in the Microsoft Excel 2013 series, participants can overcome some of the most daunting features in Microsoft Excel 2013. Participants will be introduced to the various formulas and functions in Excel 2013 and learn how to maximize them to their best use. Participants will also be able to insert SmartArt, insert equations, shapes, pictures, text boxes, insert Pivot tables and Pivot charts and much more.

This training course is now available in Hong Kong.

This Microsoft Excel 2013 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

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MICROSOFT EXCEL 2013 ADVANCED COURSE OUTLINE

FOREWORD

Excel 2013 Advanced Training Course is designed to provide a comprehensive understanding of the advanced features of Excel 2013, and how to use them correctly to fulfill various tasks. During the course, participants learn to email a workbook, insert PivotCharts, create timelines, customize the Quick Access toolbar, re-set interface changes, use slicers and more.

OUTCOMES

This extensive advanced training course in Excel 2013 helps develop basic skills and understanding of the application. After this course, participants will have gained expertise in using Excel 2013.

After completing this course, participants will have learned to:

- Insert SmartArt
 - Insert equations, shapes, pictures, text boxes
 - Create sparklines
 - Insert PivotTables and PivotCharts
 - Use slicers
 - Create timelines
 - Share your workbook on SkyDrive
 - Change Ribbon display options
 - Customize the Quick Access toolbar
 - Create Custom Ribbon tabs
 - Reset interface changes
 - Use cell styles
 - Format data as a table
 - Add a background
 - Print and email a workbook
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MODULES

Lesson 1: Getting Started

- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: SmartArt and Objects

- Inserting SmartArt
- Editing the Diagram
- Adding Pictures
- Adding Text Boxes
- Drawing Shapes
- About the Contextual Tabs
- Lesson Two: Review Questions

Lesson 3: Auditing

Lesson 4: Creating Charts

- Tracing Precedent cells
- Tracing the Dependents of a Cell
- Displaying Formulas Within the Sheet
- Adding, Displaying, Editing ,and Removing Comments
- Lesson Three: Review Questions

- Using Recommended Charts
- Inserting a Chart
- Overview of the Chart Tools Tabs
- Understanding the Parts of a Chart
- Resizing and Moving the Chart
- Lesson Four: Review Questions

Lesson 5: Working with Charts

- Using Chart Elements
- Using Chart Styles and Colors
- Changing the Chart Style
- Using Chart Filters
- Working with Data Labels
- Lesson Five: Review Questions

Lesson 6: Creating Pivot Tables and Pivot Charts

- Inserting a PivotTable using Excel Recommendations
- Choosing Fields and Grouping Data
- Overview of the Pivot Table Tools Tabs
- Changing the Data Displayed and Refreshing the PivotTable
- Creating a Pivot Chart from a Pivot Table or Data
- Some Real-life Examples
- Lesson Six: Review Questions

Lesson 7: Macros

- Displaying the Developer Tab
- Recording and Running Macros
- Changing the Security Level
- Customizing and Changing the Quick Access Toolbar
- Lesson Seven: Review Questions

Lesson 8: Solving Formula Errors

- Using Named Ranges
- Understanding Formula Errors
- Using the Trace Errors Commands
- Using Error Checking
- Evaluating Formulas
- Lesson Eight: Review Questions

Lesson 9: Using What If Analysis

- Using Goal Seek
- Using the Scenario manager
- Using a One Input Data Table
- Using a Two Input Data Table
- Lesson Nine: Review Questions

Lesson 10: Managing Your Data

- Transposing Data from Rows to Columns
- Using the Text to Columns Feature
- Checking for Duplicates
- Creating Data Validation Rules
- Consolidating Data
- Lesson Ten: Review Questions

Lesson 11: Grouping and Outlining Data

- Grouping Data
- Adding Subtotals
- Outlining Data
- Viewing Grouped and Outlined Data
- Lesson Eleven: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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