MICROSOFT EXCEL 2013 ADVANCED

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

If you use Excel 2013 everyday, then having advanced skills in the program will make you more valuable and give you the confidence required to take on more advanced tasks and projects.

The PD Training Microsoft Excel 2013 Advanced Training Course provides you with comprehensive training in the advanced features of Excel 2013, including creating and running Macros, Flash Fill, formulas and functions, data management, customisation, auditing, grouping and transporting data and solving errors. This hands-on training workshop is available now throughout Australia, including Brisbane, Sydney, Melbourne, Parramatta, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

Contact us today for a group quote.

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, customise 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
- Customise 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

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

Lesson 4: Creating Charts
- 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 Colours
- 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
- Customising 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

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote