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MICROSOFT EXCEL 2013 EXPERT TRAINING

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COURSE LENGTH: 1.0 DAYS

Microsoft Excel is a spreadsheet application that has powerful tools to control data, including sharing workbooks, advanced chart features, PowerView, Slicers and timelines. Microsoft Excel 2013 Expert Training Course guides you through every basic and advanced function of Excel 2013 using snapshots, examples and explanations to help you quickly gain mastery of the software. The course provides comprehensive training in creating Arrays, working with macros and forms, advanced chart features, formatting slicers, workbook calculations, and more.

This engaging and lively course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

MICROSOFT EXCEL 2013 EXPERT TRAINING COURSE OUTLINE

FOREWORD

During this training course, participants will learn how to use various functions of Microsoft Excel 2013, including understanding permissions, creating and running a macro, analysing data using multiple tables, using trend lines, creating a form using various controls, performing advanced formula auditing and calculations, and working with slicers.

To facilitate easy learning and the retention of knowledge, the training course includes a step-by-step explanation of procedures, the use of each feature, snapshots, and review questions.

OUTCOMES

After completing this course, participants will have learned to:

- Encrypt a password
- Set Excel options
- Inspect documents
- Edit shared workbooks
- Set calculation options
- Evaluate formulas
- Create one-dimensional and two-dimensional constants
- Create advanced Arrays
- Assign, run, configure and change macros
- Work with forms
- Use data form, list box control, spin button control and scroll bar control
- Use secondary axes
- Add trend lines
- Use chart templates
- Create and format Slicers
- Work with PivotTables
- Create a Power View sheet
- Add tables and maps to a Power View report

MODULES

Lesson 1: Getting Started

- Housekeeping Items
- Workshop Objectives

Lesson 2: Working with Permissions and Options

- Marking a Workbook as Final

- The Parking Lot
- Action Plan

- Encrypting with a Password and Restricting Permissions
- Protecting the Current Sheet or the Workbook Structure
- Adding a Digital Signature
- Setting Excel Options
- Managing Versions
- Saving a Workbook as an Excel Template
- Lesson Two: Review Questions

Lesson 3: Sharing Workbooks

- Inspecting a Document
- Sharing a Workbook
- Editing a Shared Workbook
- Tracking Changes
- Merging Copies of a Shared Workbook
- Lesson Three: Review Questions

Lesson 4: Performing Advanced Formula and Function Tasks

- Using the Watch Window
- About the Excel Calculation Process
- Setting Calculation Options
- Enabling or Disabling Automatic Workbook Calculations
- Using the IFERROR Function to Evaluate Formulas
- Lesson Four: Review Questions

Lesson 5: Working with Array Formulas

- About Array Formulas
- Creating One-Dimensional and Two-Dimensional Constants
- Creating a Simple Array
- Creating an Advanced Array
- Lesson Five: Review Questions

Lesson 6: Working with Macros

- Assigning a Macro to a Command Button
- Running a Macro by Clicking an Area of a Graphic Object
- Configuring a Macro to Run Automatically Upon Opening the Workbook
- Changing a Macro
- Lesson Six: Review Questions

Lesson 7: Working with Forms

- About Excel Forms, Form Controls, and Active X Controls
- Using a Data Form
- Using a List Box Control
- Using a Combo Box Control
- Using a Spin Button Control
- Using a Scroll Bar control
- Lesson Seven: Review Questions

Lesson 8: Applying Advanced Chart Features

- About Trend Lines
- Add a Trend Line
- Using Secondary Axes
- Using Chart Templates
- Lesson Eight: Review Questions

Lesson 9: Working with PivotTables and Pivot Charts

- Working with PivotTable Tools
- Working with PivotChart Tools
- About Slicers
- Creating a Slicer in an Existing PivotTable
- Creating a Standalone Slicer

Lesson 10: Working with Multiple Tables in Data Analysis

- Using Multiple Tables in Your Data Analysis
- Connection to Additional Data Sources
- Creating Relationships between Tables
- Using a Timeline to Show Data for Different Time Periods

- Formatting a Slicer
- Sharing Slicers with Another PivotTable
- Disconnect or Delete a Slicer
- Lesson Nine: Review Questions

Lesson 11: Working with Power View

- About Power View
- Creating a Power View Sheet
- Connecting to Different Data Modules in One Workbook
- Modifying the Data Model without Leaving the Power View Sheet
- Using Drill Down, Drill Up, and Cross Drill
- Lesson Ten: Review Questions

- 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