Microsoft Excel 2013 – Level 2

Course Overview

Whether you need to crunch numbers for sales, inventory, IT, human resources, or another business unit, the ability to get the right information to the right people at the right time can create a powerful competitive advantage in a complex market environment.

This course builds upon the foundational Microsoft® Office Excel® 2013 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence. You'll learn a lot of things about Excel 2013, including how to create advanced formulas and organize your data into tables. You'll discover the power of PivotTables and PivotCharts and how Slicers can make data filtering as easy as clicking a few buttons. At its heart, this course is about one simple idea: asking your data questions and using Excel 2013 to find the answers.

Target Audience

Learners who have completed the Excel Level 1 course or with prior Excel knowledge

Prerequisites

To ensure your success, you will need to have a comfort level with the basic skills of Excel like entering data, working with data, using functions, and working with formulas.

Duration

2 Days

Course Outline

Module 1: Creating advanced formulas

- Apply range names
- Use specialized functions

Module 2: Analyzing data with logical and lookup functions

- Leverage questions and testing to write formulas
- Use logical and lookup functions to find answers to questions

Module 3: Organizing worksheet data with tables

- Create and modify tables
- Sort and filter data
- Use summary and database functions to calculate data

Module 4: Visualizing data with charts

- Create charts
- Modify and format charts
- Create a trendline
- Create advanced charts

Module 5: Analyzing data with PivotTables, slicers and PivotCharts

- Create a PivotTable
- Filter data by using slicers
- Analyze data by using PivotCharts

Module 6: Inserting graphics

- Insert and modify graphics objects
- Layer and group graphic objects
- Incorporate SmartArt

Module 7: Enhancing workbooks

- Customize workbooks
- Manage themes
- Create and use templates
- Protect files

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