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 delegates have already acquired and sets on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

Delegates will learn a lot of things about Excel 2013, including how to create advanced formulas and organise data into tables.

Delegates will discover the power of PivotTables, Pivot Charts 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 data questions and using Excel 2013 to find the answers.

Target Audience

Delegates who have completed the Excel (Level 1) course or with prior Excel knowledge.

Prerequisites

To ensure success, delegates 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

f @nextgensa | @nextgen_companies | in NextGen Companies

ENQUIRE NOW
www.nextgen.co.za | +27 (01) 100 3127
info@nextgen.co.za

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

1 of 2

Course Outline

Module 1: Creating advanced formulas
- Apply range names.
- Use specialised functions.

Module 2: Analysing 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: Organising worksheet data with tables
- Create and modify tables.
- Sort and filter data.
- Use summary and database functions to calculate data.

Module 4: Visualising data with charts
- Create charts.
- Modify and format charts.
- Create a trendline.
- Create advanced charts.

Module 5: Analysing data with PivotTables, slicers and Pivot Charts
- Create a PivotTable.
- Filter data by using slicers.
- Analyse data by using Pivot Charts.

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.