

# Gearing You For Growth

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

## Microsoft Excel 2013 (Level 3)

### Course Overview

Your previous experience with Microsoft Excel has given you a solid foundation in working with this software. Delegates can use Excel efficiently and effectively to solve problems for business.

In this course, delegates will learn about some of the more advanced features of Excel including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyse data, and using Excel data in other applications.

Beyond the basic features, Excel offers many advanced features that will help delegates create better, more accurate workbooks. There are also tools that allow delegates to share work with other people.

This course can also be used to prepare for the Microsoft Office Specialist (MOS) Certification Exam.

### Target Delegate

This course is intended for delegates who has experience working with Excel and would like to learn more about creating macros, working with shared documents, analysing data, and auditing worksheets.

### 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. To meet this prerequisite, you can take the following course:

- Microsoft Office Excel 2013 (Level 2)

### Duration

- 1 Day



## Course Outline

### Module 1: Automating worksheet functionality

- Update workbook properties.
- Create and edit a macro.
- Apply conditional formatting.
- Add data validation criteria.

### Module 2: Auditing worksheets

- Trace cells.
- Troubleshoot invalid data and formula errors.
- Watch and evaluate formulas.
- Create a data list outline.

### Module 3: Analysing and presenting data

- Create sparklines.
- Create scenarios.
- Perform a what-if analysis.
- Perform a statistical analysis with the analysis tool pack.
- Create interactive data with Power View.

### Module 4: Working with multiple workbooks

- Consolidate data.
- Link cells in different workbooks.
- Merge workbooks.

### Module 5: Exporting Excel data

- Export Excel data.
- Import a delimited text file.
- Integrate Excel data with the web.
- Create a web query.