

Course Overview:

Expand and enhance your skills using Microsoft Excel to increase your productivity, learn many advanced functions and how to manage lists of data in Excel. Introduction to Excel is a prerequisite for this course.

Course Content:

Productivity

- Review of the Excel interface: the Backstage View, Ribbon and Quick Access Toolbar in Office 2013.
- Customizing the Quick Access Toolbar.
- Creating an absolute cell reference.
- Using range names to quickly go to a range or use the range name in a formula.
- Identifying trends in your data using the improved conditional formatting features.
- Inserting cell comments to make your work easier to review.
- Applying the new themes and styles to help you create a unified design within your workbook.
- Using the new Flash Fill feature to extract the first name from a list.
- Sharing a workbook online using the SkyDrive.

Advanced Functions

- Using the IF, COUNTIF, SUMIF, ROUND, TODAY and VLOOKUP functions.
- Nesting functions (such as the SUM function with the IF function).

List Management

- Adding records directly on to the worksheet or using the Data Form.
- Analyzing your data more efficiently using the improved sorting command.
- Creating and using a custom sort order list.
- Filtering data.
- Using the Subtotal command.

- Creating an automatic Outline to see only the subtotal and grand totals.
- Removing duplicate records.
- Using the many features associated with Table Format command.

Workbook Management

- Working with multiple worksheets and consolidating data.
- Protect parts of or the entire worksheet and also protect the workbook.

Macros and Templates

- Creating and using a simple Macro to record repetitive tasks in Excel.
- Creating a template for files used frequently.

Charts

- Display data with the new enhanced chart layouts and styles, which make charts more informative.
- Using the new Combo chart type.
- Creating tiny charts, called Sparklines, that provide a visual representation of your data.
- Using the new Quick Analysis tool to simplify tasks: Formatting, Formulas, charts and more.

Introduction to Pivot Tables

- Learn how to quickly create a pivot table to summarize, organize, analyze and compare large amounts of data.
- Adding slicers to quickly analyze your data.
- Using the new Recommended Pivot Table command to quickly create a meaningful Pivot Table.
- Creating a new Timeline for your Pivot Table.