

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.

Course Objectives:

In this course, you will:

- Create advanced formulas.
- Analyze data with logical and lookup functions.
- Organize worksheet data with tables.
- Visualize data by using charts.
- Analyzing data with PivotTables, slicers, and PivotCharts.
- Insert graphic objects.
- Enhance workbooks.

Target Student:

This course is designed for individuals who already have foundational knowledge and skills in Excel 2013 and are ready to advance their data analysis skills and abilities through the application of advanced Excel 2013 functionality such as advanced formula creation, tables, charts, PivotTables and PivotCharts.

Prerequisites:

Prior to taking this course, you should either have taken Microsoft® Office Excel® 2013: Part 1 or have equivalent knowledge.

Course Content

Lesson 1: Creating Advanced Formulas

Topic A: Apply Range Names

Topic B: Use Specialized Functions

Lesson 2: Analyzing Data with Logical and Lookup Functions

Topic A: Leverage Questions and Testing to Write Formulas

Topic B: Use Logical and Lookup Functions to Find Answers to Questions

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Lesson 3: Organizing Worksheet Data with Tables

Topic A: Create and Modify Tables

Topic B: Sort and Filter Data

Topic C: Use Summary and Database Functions to Calculate Data

Lesson 4: Visualizing Data with Charts

Topic A: Create Charts

Topic B: Modify and Format Charts

Topic C: Create a Trendline

Topic D: Create Advanced Charts

Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts

Topic A: Create a PivotTable

Topic B: Filter Data by Using Slicers

Topic C: Analyze Data by Using PivotCharts

Lesson 6: Inserting Graphics

Topic A: Insert and Modify Graphic Objects

Topic B: Layer and Group Graphic Objects

Topic C: Incorporate SmartArt

Lesson 7: Enhancing Workbooks

Topic A: Customize Workbooks

Topic B: Manage Themes

Topic C: Create and Use Templates

Topic D: Protect Files