Microsoft® Office Excel® 2013: Part 3

Overview:

Your previous experience with Microsoft Excel has given you a solid foundation in working with this software. You can use Excel efficiently and effectively to solve problems for your business. In this course, you will learn about some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing your data with other people, analyzing data, and using Excel data in other applications.

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

This course can also be used to prepare for the Microsoft Office Specialist (MOS) Certification Exam. The appendix maps this course to the standards and objectives of this exam. There is also an assessment file to test your knowledge.

Course Objectives:

You will:

- Automate worksheet functions.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.

Target Student:

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

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. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Microsoft® Office Excel® 2013: Part 1
- Microsoft® Office Excel® 2013: Part 2

Course Content

Lesson 1: Automating Worksheet Functionality

Topic A: Update Workbook Properties

Topic B: Create and Edit a Macro

Topic C: Apply Conditional Formatting

Topic D: Add Data Validation Criteria

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Lesson 2: Auditing Worksheets

   Topic A: Trace Cells

   Topic B: Troubleshoot Invalid Data and Formula Errors

   Topic C: Watch and Evaluate Formulas

   Topic D: Create a Data List Outline

Lesson 3: Analyzing and Presenting Data

   Topic A: Create Sparklines

   Topic B: Create Scenarios

   Topic C: Perform a What-If Analysis

   Topic D: Perform a Statistical Analysis with the Analysis ToolPak

   Topic E: Create Interactive Data with Power View

Lesson 4: Working with Multiple Workbooks

   Topic A: Consolidate Data

   Topic B: Link Cells in Different Workbooks

   Topic C: Merge Workbooks

Lesson 5: Exporting Excel Data

   Topic A: Export Excel Data

   Topic B: Import a Delimited Text File

   Topic C: Integrate Excel Data with the Web

   Topic D: Create a Web Query

Appendix A: Importing and Exporting XML Data

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**