

Course EXC1302: Microsoft Excel 2013 – Intermediate Level

One Day, Instructor-Led

Pre-requisites

- Excel 2013: Basic or equivalent experience

Course Outline

Unit 1: Managing Workbooks and Worksheets

- Viewing Large Worksheets
- Printing Large Worksheets
- Working with Multiple Worksheets
- Linking Worksheets with 3-D Formulas
- Using Multiple Workbooks
- Linking Workbooks

Unit 2: Advanced Formatting

- Using Special Number Formats
- Working with Themes
- Other Advanced Formatting

Unit 3: Outlining and Subtotals

- Outlining and Consolidating Data
- Creating Subtotals

Unit 4: Cell and Range Names

- Creating and Using Names
- Managing Names

Unit 5: Data Structure and Tables

- Sorting and Filtering Data
- Working with Tables

Unit 6: Web and Sharing Features

- Saving Workbooks as Web Pages
- Using Hyperlinks

Unit 7: Documenting and Auditing

- Auditing Features
- Comments in Cells and Workbooks
- Protections
- Workgroup Collaboration

Unit 8: Application Settings and Templates

- Application Settings
- Working with Templates

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes