

Course EXC1303: Microsoft Excel 2013 – Advanced Level

One Day, Instructor-Led

Pre-requisites

- Excel 2013: Intermediate or equivalent experience

Course Outline

Unit 1: Advanced functions and formulas

- Logical Functions
- Conditional Functions
- Financial Functions
- Text Functions
- Date and Time Functions
- Array Formulas
- Calculation Options

Unit 2: Lookups and Data Tables

- Using Lookup Functions
- Creating Data Tables

Unit 3: Advanced Data Management

- Validating Cell Entries
- Advanced Filtering

Unit 4: Advanced Charting

- Chart Formatting Options
- Combination Charts
- Graphical Objects

Unit 5: PivotTables and PivotCharts

- Working with PivotTables
- Modifying PivotTable Data
- Formatting PivotTables
- Using PivotCharts
- PowerPivot

Unit 6: Exporting and Importing Data

- Exporting and Importing Text Files

Unit 7: Analytical Tools

- Goal Seek
- Scenarios
- Instant Data Analysis

Unit 8: Macros and Visual Basic

- Running and Recording a Macro
- Working with VBA Code

Unit 9: Accessibility and Language Features

- Accessibility Considerations
- Internationalization

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