

## [EX02-200-2013]: Analysis with Excel 2013

Length	: 1 Day
Audience(s)	: Course designed for business analysts, finance and accounting audiences, management, and general audiences in the new Excel 2013 environment.
Delivery Method	: Instructor-led (Classroom)

### Course Outline

#### Module 1: Complete Charting

##### Lessons

- Basic how to's and best practices for faster and more accurate chart creation
- Recommended charts
- Customizing charts
- Formatting templates with charts
- Inserting Charting in cell Using Sparklines
- Dynamic charts with table data sources and slicers
- Designing Interactive charts with PowerView (in Excel 2013 Pro Plus)

#### Module 2: Time Saving Templates in Excel 2013 - How to use and deploy templates

##### Lessons

- Save time and standardize how data is entered and used
- Excel protection at workbook, worksheet and cell level
- Leading up to Excel as a reporting tool for businesses

#### Module 3: Getting results from Excel - WhatIF Analysis

##### Lessons

- Goal Seek
- Solver
- Scenario Manager

#### Module 4: Using Excel as a Database

##### Lessons

- Planning and optimizing the Database structure
- Format as Table
- Designing an interface
- Providing Data validation

#### AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

**Module 5: Designing business reports****Lessons**

- Importing data to Excel
  - Web based
  - Database imports
  - Consolidation of worksheets
  - Pasting data – New Paste Special
  
- Formulas and Charting to specific cells and values
  - Applying New Conditional formatting
  - Using database functions
  
- Automating the import – Using Macros in New Developer Tab
  - A little on VBA and macros
  - Common macro applications
  - Customized session to review how macros can be applied to each organization to save time and provide automation in Excel.
  
- Sharing the report via email or publishing the report in new Backstage View

**AVANTUS TRAINING PTE LTD**

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)