

## [EX03-200-2013]: Power Functions in Excel 2013

Length : 1 Day  
Delivery Method : Instructor-led (Classroom)

### Pre-Requisites

Preferably with EX02-200

### Course Outline

**Module 1: Productivity tips with Excel** Depending on the audience, a variety of tips of working better with Excel will be covered here

### Module 2: Finding your Data

#### Lessons

- Using Advanced Find and searching with wildcards
- Using New Excel 2013 Autofilters
- Exploring Advanced filters

### Module 3: Data Management Tools

#### Lessons

- Using Excel tables
- Subtotals – time saving automatic grouping and subtotaling of your lists
- Grouping – quick organization of your information, expand and collapse data
- Pivot tables – fastest application of sorting, grouping and totalling
- Adding Slicers as filters

### Module 4: Power User Functions

#### Lessons

- Countif – conditional counting
- Countifs – multiple conditional counting
- Sumif – conditional adding
- Sumifs – multiple conditional adding
- If – allows complex and multiple result conditions
- Lookup, vlookup, hlookup – referencing corresponding values from a list
- Optional: Financial functions – limited selection such as PMT - fixed interest calculations; IRR interest rate returns etc.

### Module 5: Controlling user Data Input - Data Validation

#### Lessons

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- Allowing on the right data into Excel  
Drop down lists

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