

[MSEXC13E]: Microsoft Excel 2013 Expert

Length : 3 Days
Technology : Microsoft Office 2013
Delivery Method : Instructor-led (Classroom)

Course Overview

Microsoft Excel Expert teaches participants how to use a variety of intermediate and advanced features to merge workbooks, perform data analysis, and audit formulas in spreadsheets. Participants also use summary functions, create PivotTables and PivotCharts, and work with macros.

At Course Completion

- Create dual axis charts
- Use dynamic charts Use chart animation Create trendline charts Create and apply chart templates
- Create custom conditional formats
- Use functions to format cells
- Manage conditional formatting rules
- Use the Error Checking Tool
- Trace formula errors
- Use the evaluate formula
- Define what a function is
- Use the correct syntax for functions
- Create and use lookup, transpose, date and time, financial, AND/OR, and conditional summary functions
- Nest functions inside other functions
- Create and use pivot tables and pivot charts
- Customize pivot tables and pivot charts
- Apply styles to pivot charts
- Use a data slicer with a pivot table
- Group and format data in a pivot table
- Create calculated fields in a pivot table
- Use PowerPivot and manage table relationships
- Use advanced filtering
- Create a shared workbook
- Track and merge changes on shared workbooks
- Insert cell comments

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- Modify tab order
- Display data in multiple international formats and use international symbols
- Check worksheets for accessibility
- Use +Body and +Heading fonts
- Use custom formats for numbers, dates and times
- Use advanced format filling
- Create and modify custom cell styles
- Create custom color formats
- Set up a what-if scenario
- Use the Goal Seeking tool and create scenarios
- Use the watch window
- Open a workspace
- Consolidate data
- Create, modify, and delete a workbook template
- Protect worksheets and workbooks
- Allow ranges for editing in protected worksheets
- Copy macros from one workbook to another
- Remove workbook metadata
- Change Excel formula calculation options

Participants who complete this course will have reviewed all the exam objectives to prepare for: Microsoft Excel 2013 Expert Exams #77-427 and #77-428. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Pre-Requisites

- Completed Microsoft Excel 2013 Expert Core
- Or Have equivalent Microsoft Excel 2013 Expert knowledge and experience:
 - Manage the worksheet environment
 - Create cell data
 - Format cells and worksheets
 - Manage worksheets and workbooks
 - Apply formulas and functions
 - Present data visually
 - Share worksheet data with other users
 - Analyze and organize data

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Course Outline

Module 1: Advanced Functions and PivotTables

Lessons

- What are Functions?
 - Using the Correct Syntax for Functions
 - Inserting Functions
- Using Array Formulas
- Using Lookup Functions
 - CHOOSE Function
 - INDEX Function
 - LOOKUP Function
 - HLOOKUP and VLOOKUP Functions
- Date and Time Functions
- Transpose Function
- Creating and Managing Pivot Tables
 - Creating a Pivot Table
 - Format Pivot Table Data
 - Customizing PivotTables
- Using the Data Slicer with a PivotTable
 - Group Pivot Table Data
 - Calculated Fields and Items
- PowerPivot
 - Activating PowerPivot
 - Connecting PowerPivot to Data Source
 - PowerPivot Calculated Fields
 - Manage Table Relationships
- Lesson Summary
- Review Questions

Module 2: Advanced Charts, Conditional Formatting, and Checking Formulas

Lessons

- Advanced Chart Elements
 - Formatting a Simple Chart
 - Add a Secondary Vertical Axis
 - Dynamic Charts
 - Animated Charts
 - Custom Chart Templates
 - Chart Trendline
- Conditional Formatting
 - Basic Conditional Formatting
 - Manage Conditional Formatting Rules
 - Custom Conditional Formatting
 - Using a Formula
 - Custom Conditional Formatting
 - Using a Function
- Checking for Formula Errors

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- Using the Error Checking Tool
- Tracing Formula Errors
- Evaluate Formulas
- Manual Checking and Displaying Formulas
- Lesson Summary
- Review Questions

Module 3: Filtering and Sharing Workbooks

Lessons

- Advanced Filtering
 - Using Advanced Filters
 - Using Comparison Operators
- Workgroup Functions
 - Creating a Shared Workbook
 - Resolving Shared Workbook Conflicts
 - Tracking Changes
 - Showing the History of Changes
 - Merging Workbooks
 - Removing Shared Use of Workbooks
 - Mark as Final
- Using Comments
- Internationalization
 - Using International Currency and Number Formats
 - Using International Currency Symbols
- Using Custom and International Date and Time Formats
- Using Accessibility Checker Tool
- +Body and +Heading Fonts
- Modify Tab Order
- Lesson Summary
- Review Questions

Module 4: Working with Forms

Lessons

- Using Custom Cell Formats
 - Using Custom Number Formats
 - Using Custom Accounting Formats
 - Using Custom Text Formats
 - Using Custom Date and Time Formats
- User Defined Styles
 - Creating and Modifying Cell Styles?
 - Custom Color Formats
- What-If Analysis
- Manual What-If Analysis
- Using the Goal Seek Tool
- Working with Scenarios
- Using Cell Watch

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- Fill Series
- Lesson Summary
- Review Questions

Module 5: Pivot Charts and Advanced Formulas**Lessons**

- Pivot Charts
 - Creating a PivotChart
 - Changing Pivot Chart Options
 - Pivot Chart Styles
- Using Advanced Functions and Features
 - Financial Functions
 - Nesting Functions
 - Conditional Logic Functions
 - Conditional Summary Functions
- Opening a Workspace
- Linking External Workbooks
 - Referencing Other Worksheets in Formulas
 - Linking Other Workbooks
 - Modifying Workbook Links
 - Removing Workbook Links
- Consolidating Data
- Lesson Summary
- Review Questions

Module 6: Protecting and Configuring Workbooks**Lessons**

- Working with Templates
 - Creating a Template
 - Modifying Templates
 - Copying Styles
 - Deleting Templates
- Protecting Your Workbook
 - Using Passwords
 - Protecting the Worksheet
 - Allow Ranges for Editing
 - Protecting the Workbook
 - Structure
 - Protecting Workbook Files
- Form Fields
- Copy Macros
- Workbook Properties
 - Accessing Workbook Properties
 - Using the Document Inspector
- Changing Excel Formula Calculation Options
- Lesson Summary

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- Review Questions

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