

[AVWSQ-EXC13Advanced]: WSQ ICDL® Microsoft Excel 2013 Advanced (3 days)

Length	: 3 Days
Audience(s)	: Mix from various companies, industries, and departments
Level	: Supervisory
Technology	: Microsoft Operating System and Microsoft Office 2013
Delivery Method	: Instructor-led (Classroom)

Course Overview

An advanced course preparing participants to advanced spreadsheet features and functionality.

Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

At Course Completion

Participants will have the knowledge and application skills in using a spreadsheet application at an advanced level. The skills include maintaining complex spreadsheets, using complicated functions of various types, and using auditing techniques to check for errors.

Pre-Requisites

Participants already with Excel basic proficiency

Course Outline

Section 1: Formatting

Lessons

- Considerations in designing a spreadsheet
- Format cells
 - Apply automatic formatting to a cell range
 - Apply table style to a cell range
 - Apply conditional formatting based on cell content
 - Create and apply custom number formats
 - Create and apply custom date formats
- Worksheets
 - Copy and move worksheets between different spreadsheets
 - Split a window, move and remove split bars
 - Hide and show rows, columns or worksheets

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Exercise 1

Section 2: Functions and Formulas

Lessons

- Use date and time functions
- Use mathematical functions
- Use statistical functions
- Use text functions
- Use financial functions
- Use lookup functions
- Use database functions
- Create a two-level nested function
- Use a 3-d reference within a sum function
- Use mixed references in formulas
- Display formulas in worksheet

Exercise 2

Section 3: Charts

Lessons

- Create combo chart with a secondary axis
- Formatting and modify charts
 - Add, delete a data series in a chart
 - Reposition chart title, legend, data labels
 - Change scale and display units of value axis
 - Format columns, bars, plot area, chart area to display image

Exercise 3

Section 4: Data Analysis

Lessons

- Sort a list
 - Single level sorting
 - Multiple level sorting
 - Sort data using a custom list
- Filter a list
 - Automatic filter
 - Advanced filter
- Outlining data
 - Manual grouping with outline
 - Automatic subtotal
- Pivottable
 - Create and update a pivot table
 - Change data source and refresh data
 - Filter and sort data
 - Group data automatically or manually

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- Data table
- Scenarios
 - Create scenarios
 - Use, edit and delete a scenario
 - Create a scenario summary report

Exercise 4

Section 5: Auditing and Validating

Lessons

- Auditing data
 - Trace formula precedents
 - Trace formula dependents
 - Show formulas
 - Evaluate formulas
 - Error checking
 - Watch window
- Data validation

Exercise 5

Section 6: Linking

Lessons

- Paste special
- Name cells
 - Define and use named ranges
 - Use range names on formula
 - Define named range automatically
 - Edit named ranges
 - Delete named ranges
- Use templates
- Link and import data
 - Hyperlink
 - Link data
 - Import data from a text file
- Automate tasks with macros

Exercise 6

Section 7: Collaborative Editing

Lessons

- Insert, edit, delete and view comments
- Track changes
- Share, compare and merge workbooks
- Protect workbooks, worksheets and cells

Exercise 7

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