Course Outline

Microsoft Office Excel 2013 Level 2

Course Description:

This course builds upon the foundational Microsoft Office Excel 2013 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your business intelligence.
In this course you will, create advanced formulas, analyze data with logical and lookup functions, organize worksheet data with tables, visualize data by using charts, analyze data with PivotTables, slicers, and PivotCharts, insert graphic objects and enhance workbooks.
This course is designed for individuals who already have foundational knowledge and skills in Excel 2013 and are ready to advance their data analysis skills and abilities.

Pre-requisites:

Before starting this course, delegates are recommended to take the following PTR course or have equivalent knowledge: Microsoft Office Excel 2013: Level 1.

Course Content:

- **Creating Advanced Formulas**

  - Apply Range Names
  - Use Specialized Functions

- **Analyzing Data with Logical and Lookup Functions**

  - Leverage Questions and Testing to Write Formulas
  - Use Logical and Lookup Functions to Find Answers to Questions

- **Organizing Worksheet Data with Tables**

  - Create and Modify Tables
  - Sort and Filter Data
  - Use Summary and Database Functions to Calculate Data

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- **Visualizing Data with Charts**
  - Create Charts
  - Modify and Format Charts
  - Create a Trendline
  - Create Advanced Charts

- **Analyzing Data with PivotTables, Slicers, and PivotCharts**
  - Create a PivotTable
  - Filter Data by Using Slicers
  - Analyze Data by Using PivotCharts

- **Inserting Graphics**
  - Insert and Modify Graphic Objects
  - Layer and Group Graphic Objects
  - Incorporate SmartArt

- **Enhancing Workbooks**
  - Customize Workbooks
  - Manage Themes
  - Create and Use Templates
  - Protect Files

Course Duration: 1 Days