

Microsoft® Office Excel 2013: Level 2

Training Course Content

Course Objective: Students will learn to sort and filter data, perform complex calculations and functions, and analyze data using PivotTables and charts.

Prerequisites: To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing spreadsheets in Excel. Knowledge of formulas and functions is also necessary (SUM, MIN, MAX, AVERAGE, IF, and applying absolute referencing). Students can obtain this level of skill through our Level 1 course.

Contact us to discuss if this level is right for you.

What's New in 2013: New and improved Quick Analysis tools now make it easier than ever to utilize the exciting new features. Excel is now capable of making recommendations for charting options based on your data. In addition, you can see a live preview of a variety of chart types from your data. Charts are now more interactive and easier to use, so that the user can filter, categorize, and click to view specific data. PivotTable options are also enhanced, including a new feature to view by timeline.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Calculating Data with Advanced Formulas/Functions

Topic 1A: Calculate Data Across Worksheets
Topic 1B: Mixed and Absolute Referencing
Topic 1C: Use Nested Functions
Topic 1D: Conditional Logic Functions

Lesson 2: Organizing Worksheet and Data into Excel's New Table Feature

Topic 2A: Create and Modify Tables
Topic 2B: Format Tables
Topic 2C: Sort and Filter Data
Topic 2D: Calculate Data Using Table Functions

Lesson 3: Using Lookup Functions

Topic 3A: Create and Use Named Ranges
Topic 3B: Manage Named Ranges
Topic 3C: VLOOKUP
Topic 3D: HLOOKUP

Lesson 4: Presenting Data Using Charts

Topic 4A: Create Charts
Topic 4B: Modify Charts
Topic 4C: Recommended Charts
Topic 4D: Incorporate Shapes in Charts
Topic 4E: Create Trendlines

Lesson 5: Analyzing Data Using PivotTables and PivotCharts

Topic 5A: Create a PivotTable
Topic 5B: Filter Data Using Slicers
Topic 5C: Filter Data Using Timeline
Topic 5D: Analyze Data Using PivotCharts

Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

Topic 6A: Customize the Excel Environment
Topic 6B: Manage Themes
Topic 6C: Use Quick Analysis Tools