## Microsoft® Office Excel 2013: Level 1

**Training Course Content**

**Course Objective:** Students will create and edit Excel worksheets and workbooks, use formulas and functions, and apply formatting and printing techniques.

**Prerequisites:** To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

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

**What's New in 2013**: Did you know that Excel will automatically complete cell entry for you when it detects a pattern? Learn more about flash fill and other new features. Excel is packed with exciting new templates and features to make your workload easier.

**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: Creating a Basic Worksheet**

Topic 1A: Explore the User Interface
Topic 1B: Update a Workbook's Properties
Topic 1C: Navigate and Select Data in Excel
Topic 1D: Enter Data and Save a Workbook
Topic 1E: Customize the Quick Access Toolbar
Topic 1F: Obtain Help
Topic 1G: Use Microsoft Office Templates

**Lesson 2: Performing Calculations**

Topic 2A: Calculate with Formulas
Topic 2B: Calculate with Functions
Topic 2C: Copy Formulas and Functions
Topic 2D: AutoFill Options and Series List

**Lesson 3: Modifying a Worksheet**

Topic 3A: Manipulate Data
Topic 3B: Insert Cells, Columns, and Rows
Topic 3C: Delete Cells, Columns, and Rows
Topic 3D: Find and Replace Data
Topic 3E: Manipulate Worksheet Elements

**Lesson 4: Formatting a Worksheet**

Topic 4A: Modify Fonts
Topic 4B: Add Borders, Color, and Cell Styles
Topic 4C: Change Column Width and Height
Topic 4D: Apply Number Formats
Topic 4E: Position Cell Contents

**Lesson 5: Printing Workbook Contents**

Topic 5A: Print Workbook Contents
Topic 5B: Set Page Layout and Print Options
Topic 5C: Set Page Breaks

**Lesson 6: Managing Large Workbooks**

Topic 6A: Format Worksheet Tabs
Topic 6B: Manage Worksheets in a Workbook
Topic 6C: Manage the View of Worksheets

**Lesson 7: Inserting Graphic Objects**

Topic 7A: Insert and Modify Graphics
Topic 7B: Draw and Modify Shapes
Topic 7C: Illustrate Workflow Using SmartArt
Topic 7D: Layer and Group Graphic Objects

# 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

# Microsoft® Office Excel 2013: Level 3

**Training Course Content**

**Course Objectives:** Students will automate Excel tasks with macros, use advanced analysis tools with more complex data sets, collaborate on worksheets in a team environment, and share Excel data with other applications.

**Prerequisites:** To ensure your success, we recommend that you have experience with performing complex calculations, intermediate level functions, charting, and data filtering. Students can obtain this level of skill through our Level 1 and 2 courses. Contact us to discuss if this level is right for you.

**What's New in 2013**: View multiple Excel workbooks in separate windows side by side when comparing data or to link workbooks easily without the need for workspaces.

**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: Streamlining Workflow

Topic 1A: Create a Macro
Topic 1B: Edit a Macro
Topic 1C: Combine Macros
Topic 1D: Intro to VBA Code
Topic 1E:  Options to Run a Macro

### Lesson 2: Collaborating with Others

Topic 2A: Protect Data in a Workbook
Topic 2B: Restrict Document Access
Topic 2C: Share a Workbook
Topic 2D: Track Changes: Set and Review
Topic 2E: Merge Workbook

### Lesson 3: Auditing Worksheets

Topic 3A: Trace Cells
Topic 3B: Troubleshoot Errors in Formulas
Topic 3C: Formulas and Error Options
Topic 3D: Watch Window
Topic 3E: Remove Duplicates

### Lesson 4: Analysis Tools and Add-Ins

Topic 4A: Conditional Formatting
Topic 4B: Create Sparklines
Topic 4C: Perform What-If Analysis
Topic 4D: Solver Add-In
Topic 4E: Power View Add-In

### Lesson 5: Managing Data

Topic 5A: Create a Data List Outline
Topic 5B: Consolidate Data
Topic 5C: Data Validation
Topic 5D: Convert Text to Columns
Topic 5E: Link Cells in Different Workbooks

### Lesson 6: Importing and Exporting Data

Topic 6A: Import a Text or CSV File
Topic 6B: Import Data from the Web
Topic 6C: Export Excel Data
Topic 6D: Publish a Worksheet to the Web
Topic 6E: User Created Templates