

Microsoft Excel 2013 Advanced

Duration: 1 Day

This course has been designed for regular Excel users who would like a better understanding of the analysis tools available and some advanced functions.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Review

- Conditional Formatting
- Absolute References
- Named Ranges
- Statistical Functions
- Using the Function Wizard
- Adding buttons to the Quick Access Toolbar

Logical Functions

- Basic If statements
- Nested If Statements
- And, Or, Not Functions

Lookup Tables

- VLookup
- HLookup
- Nesting VLookups in If Statements

Data Validation

- Setting up Validation for Inputs
- Using Data Validation
- Using Data Validation to test Existing Data
- Creating a drop down list

Pivot Tables

- Creating and using pivot tables
- Formatting pivot tables
- Creating and using pivot charts
- Formatting pivot charts
- Slicer
- Timeline filters
- Recommended Pivot Tables

Templates

- Creating a Template
- Where to store a Template
- How to access a Template
- Editing and deleting Templates

Macros

- Creating recorded macros
- Where to store macros
- Running macros from Toolbar buttons
- Relative vs Absolute macros
- Managing macros
- Managing the Personal Macro Workbook

Track Changes

- Setting up Track Changes
- Working with Track Changes turned on
- Accepting/Rejecting Changes
- Removing Track Changes