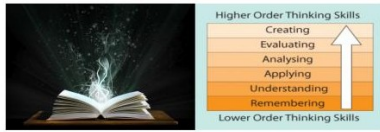




The Training Company



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You have been using Excel 2013 for a while and either in training or through self-development you have a solid foundation in the basic and intermediate skills for working in Excel.

You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialised and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets such as PivotTables, collaborating on worksheets with others, importing and exporting data and using Power Views.

Target Audience:

This course is aimed at end users who want to develop their skills so they can use advanced techniques to manipulate Excel data. Delegates should have attended the Excel 2013 Intermediate course or have equivalent knowledge.

Our new Microsoft Excel 2013 curriculum consists of courses which allow adequate time to cover the technical subject matter in sufficient depth to ensure a full understanding. The courseware for the new Microsoft Excel 2013 courses has been written by Microsoft Excel experts. It covers the key topics required by users of this software, including the brand new features of this version, with lots of in-depth explanations, step by step instructions, key questions and group and individual activities

Prerequisites

- Create, edit and format spreadsheets
- Navigate within worksheets and books
- Use Insert Function to create built-in functions
- Work with absolute references
- Create named ranges
- Create Tables within Excel
- Sort and filter data

Delegates will learn how to

At the end of this course you will be able to:

- Create macros to automate common tasks
- Use form controls
- Collaborate with others by merging and tracking workbooks
- Use advanced techniques to analyse data
- Create and manipulate PivotTables and PivotCharts
- Import and export data
- Create Power Views

Outline

Lesson 1: Creating Macros

- Creating a Macro
- Comparing Relative and Absolute Macros
- Running a Macro
- Editing a Macro
- Assigning Shortcuts to Macros
- Macro Security

Lesson 2: Collaborating With Others

- Protected Views
- Tracking Changes
- Workbook Merging

Lesson 3: Using Form Controls

- Creating a Form
- Creating a Custom Form
- Protecting Controls and Linked Cells

Lesson 4: Analysing Data

- Creating a Single Input Data Table
- Creating a Two-Variable Data Table
- Creating Scenarios
- What If Analysis using Goal Seek
- Consolidating Data

Lesson 5: Data Validation

- Number Validation
- Data List Validation

- Message Prompts and Alerts
- Conditional Data Validation
- Data Validation Errors

Lesson 6: Creating PivotTables, PivotCharts and Slicers

- Creating a PivotTable
- Amending the fields in a PivotTable
- Updating the PivotTable
- Adding Calculations to a PivotTable
- Add Grouping to a PivotChart
- Creating a PivotChart
- Slicers
- PivotTable Timelines
- Creating from Tables and Related Tables.

Lesson 7: Import and Export Data

- Exporting Excel Data
- Importing Delimited Text
- Importing a Web Query

Lesson 8: Power Views

- Inserting a Power View Sheet
- Modifying the Power View Fields and Filters
- Adding Additional Visualisations

For registration

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