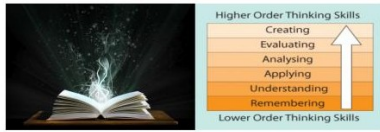The Training Company

The goal of this course is to provide you with the knowledge required to use more advanced formulas and work with various tools to analyse data in spreadsheets, such as sorting, filtering, conditional formatting and auditing. You will also organise table data and present data as charts. You will discover how Excel spreadsheets are constructed and be given a clear path on how to create templates.

This course emphasises hands-on experience, with a series of self-guided exercises integrated into the training.

Please Note: This course contains a taster session on PivotTables. Detailed training on this subject is covered in our Microsoft Excel 2013 Advanced course.

Target Audience:

This course is aimed at end users who have taken the following course or have equivalent knowledge: Microsoft Excel 2013 Introduction.

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 basic spreadsheets
- Select and edit data

- Perform basic formatting
- Open, close and save files
- Create basic formulas - AutoSum
- Use Insert Function to create built-in functions
- Work with absolute references
- Use the AutoFill feature

Delegates will learn how to

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

- Calculate with advanced formulas
- Audit formulas using the auditing tools
- Work with Excel tables
- Organise worksheet data so that data can be sorted and filtered
- Create and modify Charts
- Create Excel templates
- Apply Conditional Formatting
- Analyse data with Recommended Pivot Tables

Outline

Lesson 1: Calculating With Advanced Formulas

- Use Excel's Quick Analysis Tools
- Using Mixed References in Calculations
- Work with Range Names
- Calculating across Worksheets
- Exploring Excel's Function Categories
- Analysing Data Based on Criteria
- Working with Text Functions
- Calculating with Financial Functions
- Using Logical Functions
- Applying Lookup Functions

Lesson 2: Auditing a Worksheet

- Display formulas in worksheet cells
- Show precedent and dependent cells
- Finding and Resolving Errors
- Using the Watch Window
- Evaluating a Formula

Lesson 3: Mastering Excel Tables

- Introducing Excel Tables
- Creating Calculated Columns
- Formatting a Table
- Using Advanced Table Tools
- Using Slicers
- Converting Tables to Ranges

Lesson 4: Organising Worksheet Data

- Apply Basic Sorting to a Data Range
- Advanced Sorting
- Summarize Data with Subtotals

Lesson 5: Charts

- Understanding Charts
- Create a Chart
- Modify and Format a Chart
- Add and Remove Chart Data
- Add a Trend line to a Chart
- Analyze Data Using Spark lines

Lesson 6: Working with Templates

- Create a Hyperlink
- Adding Comments
- Work with Templates

Lesson 7: Analysing Selected Data

- Applying Basic Filters
- Advanced Filters
- Use Database Functions
- Use Outlines to Organise Data

Lesson 8: Apply Conditional Formatting

- Conditional Formatting
- Customizing Conditional Formatting
- Sorting and Filtering by Conditional Formats

Lesson 9: An Introduction to Pivot Tables

- Understanding Pivot Tables
- Analyse Data with Recommended Pivot Tables

Lesson 10: Appendix - Inserting Illustrations

- SmartArt
- Insert Images into a Spreadsheet
- Insert Shapes into a Spreadsheet
- Group and Layer Graphics

Lesson 11: Appendix - Excel Options

For registration

Contact : The Training Company
Phone : 971-6-744-3295, 971-55-639-8386
Email : ttc-excel-intermediate-course-may-2016@atrc.net.pk