Course Length --- 1 Day
Course Format ---Instructor-Led

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Microsoft® Office Excel® 2013
Intermediate

Course Description

Course Overview: Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the *Microsoft® Office Excel® 2013: Introduction* course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2013 Exam and the Excel 2013 Expert Exam.

Target Student: This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisites: To ensure success, students should have completed CompuTrain's *Microsoft® Office Excel® 2013: Introduction* or have the equivalent knowledge and experience.

Course Objectives

Upon successful completion of this course, students will be able to:
- Customize the Excel environment.
- Create advanced formulas.
- Analyze data by using functions and conditional formatting.
- Organize and analyze datasets and tables.
- Visualize data by using basic charts.
- Analyze data by using PivotTables, slicers, and PivotCharts.

Course Content

Lesson 1: Customizing the Excel Environment
- Configure Excel Options
- Customize the Ribbon and the Quick Access Toolbar
- Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas
- Use Range Names in Formulas
- Use Specialized Functions
- Use Array Formulas

Course Content (continued on next page)

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Course Content (continued from previous page)

Lesson 3: Analyzing Data with Functions and Conditional Formatting
- Analyze Data by Using Text and Logical Functions
- Apply Advanced Conditional Formatting

Lesson 4: Organizing and Analyzing Datasets and Tables
- Create and Modify Tables
- Sort Data
- Filter Data
- Use SUBTOTAL and Database Functions

Lesson 5: Visualizing Data with Basic Charts
- Create Charts
- Modify and Format Charts

Lesson 6: Analyzing Data with PivotTables, Slicers, and PivotCharts
- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Slicers

Appendix A: Microsoft Office Excel 2013 Exam 77-420

Appendix B: Microsoft Office Excel 2013 Expert Exams 77–427 and 77-428

Appendix C: Financial Functions

Appendix D: Date and Time Functions

Appendix E: Working with Graphical Objects