

# **Excel Power User 2013**

**Modality: On Demand**

**Duration: 3 Hours**

## **About this Course:**

This advanced-level 3 hours course is designed for professionals and candidates striving to augment proficiency in working with Microsoft Excel 2013. This course trains professionals with the foundational knowledge of Microsoft Excel and helps them nurture the skills required to make the best use of Excel 2013 features and functionalities. This course focuses on the advanced features of Excel such as the VLOOKUP, OFFSET, MATCH, & INDEX Functions.

The primary objective of this course is to transform an average excel user into a power user sharing expertise of the advanced tools and features of Microsoft Excel 2013. The concepts of Array Functions & Formulas, Conditional Formatting, Spin Control Button Formulation, Waterfall Chart Creation, and Dynamic Ranges are also elaborated in this course. In addition to this, this course provides an overview of VBA and helps professionals learn the art of web data importation and Pivot Table Calculations.

## **Course Objectives:**

The core objective of this course is to help professionals develop a better understanding and sound knowledge of the following key concepts:

- Fundamental Knowledge of the VLOOKUP Function in Microsoft Excel
- Conceptual Understanding of MATCH and INDEX Functions in Excel
- Formulas and Functions of Array in Microsoft Excel
- Formulas of Conditional Formatting in Excel
- Creating a Spin Control Button in Excel
- Creating a Waterfall Chart in Microsoft Excel
- Development and Usage of Dynamic or Expanding Ranges in Excel
- Pivot Table Templates and Calculations in Microsoft Excel
- VBA Introduction and Web Data Importation

## **Audience:**

This course is specifically tailored for Professionals striving to learn the new features of Microsoft Excel 2013.

## **Prerequisites:**

Professionals planning to enroll in the Excel Power User 2013 course must comply with the following prerequisites:

- Fundamental Knowledge of Working with Microsoft Excel

- Excel 2013 Beginner Course is recommended as a prerequisite for this course

## **Course Outline:**

### Power Functions and Data Mining

- Course Intro
- The VLOOKUP
- INDEX & MATCH Functions
- Array Formulas and Functions
- Conditional Formatting Formulas
- Dynamic Ranges

### Dynamic Data

- Spin Controls
- Waterfall Charts
- Pivot Table Calculations
- Pivot Table Templates
- Importing Data from the Web
- Intro to VBA