Microsoft Excel 2013 Intermediate Level 2 (MS-Excel13-2)

Modality: Virtual Classroom

Duration: 1 Day

About this course:

Let's get an insight into MS Excel first, MS Excel is a spreadsheet for Windows, Mac OS, iOS and Android developed by Microsoft. It incorporates pivot tables, graphing tools, calculation, and a macro programming language for apps called Visual Basic. Whether for inventory, sales, human resources, information technology or other organizational activities and departments you have to analyses data, the capacity to get the correct information to the right people at the right time can make an effective competitive edge. Indeed, the world is running on information more than ever and that is a phenomenon that is unlikely to change or slow down any time soon. But with all that information available and then being created on an almost regular basis, with each passing day, the ability to create an understanding of that data becomes more crucial and challenging. You also understand how to get Excel to do basic calculations, as well as how to change your worksheets and workbooks to make it easier for others to understand, read, and present. You have to be able to obtain actionable organizational intelligence from your raw data to obtain a genuine competitive advantage. In short, you have to understand how to get MS Excel to provide you with the answers when you have questions regarding your data. And this course is just what it intended to help you do.

The skills to evaluate huge amounts of data, obtain meaningful information from it, and describe what information to decision-makers is at the basis of an effective organization capable of competing at a high level.

The End User Support Technician can make an average salary of **$48,760** per annum.

Course Objective:

· How to work with lists

· How to analyze the data

· How to work with functions

· How to use PivotCharts and PivotTables

· How to visualize data with charts

Audience:

This course is designed for:

· Participants with basic skills and knowledge in MS Excel 2013 who wanted to start using some of Excel's higher-level features to present and analyze data.

Prerequisites:

· The candidates should have the fundamental MS Excel experience.

Suggested prerequisites courses:

·MS Office Excel-2013 – Level 1-MS-Excel3-1

Course Outline:

Lesson 1: Customizing the Excel Environment

Topic A: Configure Excel Options
Topic B: Customize the Ribbon and the Quick Access Toolbar
Topic C: Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas

Topic A: Use Range Names in Formulas
Topic B: Use Specialized Functions
Topic C: Use Array Formulas

Lesson 3: Analyzing Data with Functions and Conditional Formatting

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Topic A: Analyze Data by Using Text and Logical Functions
Topic B: Apply Advanced Conditional Formatting

Lesson 4: Organizing and Analyzing Datasets and Tables

Topic A: Create and Modify Tables
Topic B: Sort Data
Topic C: Filter Data
Topic D: Use SUBTOTAL and Database Functions

Lesson 5: Visualizing Data with Basic Charts

Topic A: Create Charts
Topic B: Modify and Format Charts

Lesson 6: Analyzing Data with PivotTables, Slicers, and PivotCharts

Topic A: Create a PivotTable
Topic B: Analyze PivotTable Data
Topic C: Present Data with PivotCharts
Topic D: 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