



## Microsoft Excel 2013 Advanced

### Course Details

1-Day Instructor-led classroom-based training

### Course Overview

Microsoft Excel is a spreadsheet application that incorporates tools for assisting in the recording and analysis of numerical data and which has the ability of turning numerical data into charts. This functionality, combined with many powerful and sophisticated features allow the creation, manipulation, editing, printing and storage of workbooks.

Excel Advanced will allow you to gain the skills necessary to

- Nest functions to extract and analyse data
- Audit functions to identify errors and calculation steps
- Create, edit and format Pivot Tables to summarise, analyse and report on data
- Record Macros and edit recorded code in the Visual Basic Editor
- Restrict user data entry using Data Validation
- Use What if analysis tools
- Goal Seek
- Scenario Manager and Solver to project formula results.

### Course Pre-Requisites

Delegates wishing to attend this course should have

- Completed our MS **Excel 2013 Intermediate Course** or
- Work regularly with **MS Excel 2013** and be able to insert, delete, resize columns and rows, copy and paste, write basic formulas (add, subtract, divide and multiply) and format worksheets.

They should also be aware of the use of functions to reduce manual input. Knowledge of Windows and experience with a PC is presumed, therefore, it is advisable to register participants on our "**Introduction to Computing**" or "**Microsoft Windows**" course prior to attending, should this experience be lacking.

### Course Completion

You will have the ability to organise, manage, track, analyse and present Excel data. On completion of the course you will receive a certificate .

# Microsoft Excel 2013 Advanced COURSE OUTLINE

## Module 1: Advanced functions

- Logical functions: IF
- Logical functions: nesting IF
- Logical functions: AND
- Logical functions: OR
- Lookup and reference: VLOOKUP and MATCH
- Logical functions: IFERROR

## Module 2: Formula auditing

- Trace cells used in a formula or function
- Trace precedents and dependents
- Use the function argument dialog box to identify and fix errors
- Show formulas in cells
- Use the watch window
- Evaluate a nested function one step at a time
- Fix errors identified by excel

## Module 3: Tables

- Introduction to Tables
- Format a Table using Table Styles
- Manage data in a table
- Manage calculations in a table
- Convert a table to a range

## Module 4: Pivot tables

- Organise data before creating a pivot table
- Create a pivot table
- Add and remove fields in a pivot table
- Drill down
- Update a pivot table
- Filter a pivot table using slicers
- Filter a pivot table using a timeline
- Format numbers in a pivot table

- Format a pivot table using pivot table styles
- Summarize values by average
- Show values as %
- Group data automatically
- Group data manually
- Create a pivot chart
- Create a pivot chart from your source data
- Create a pivot chart from a pivot table
- Create multiple pivot tables from one pivot table
- Recommended pivot tables

## Module 5: Macros

- Introduction to macros
- Macro to make zero cells blank
- Record a macro
- Run a macro
- Assign a macro to a button on the quick access toolbar
- Assign a macro to a button on the sheet
- Display the developer tab
- Macro to change the page set-up
- Macro to apply a custom number format
- Delete macros

## Module 6: Data validation

- Restrict data entry to a whole number, decimal date, time or specific text length
- Customise a validation input message and error alert
- Restrict data entry to a list
- Update data validation lists
- Remove data validation

## Module 7: What if analysis

- Goal seek
- Scenario manager
- Create scenarios
- View scenarios
- Create a summary report

- Solver
- Installing solver
- Using solver
- Add constraints
- Create a Forecast Sheet

## Module 8: Sorting and Filtering

- Best Practice for Organising your data
- Check for Empty Rows and Columns
- Sort by one column
- Sort by multiple columns
- Custom Sorting
- Autofilter one column
- Autofilter multiple columns
- Clear Filters
- Autofilter Search

## Module 9: Protection

- Protect a workbook with a password to open
- Unprotect a workbook with a password to open
- Protect a workbook with a password to modify
- Unprotect a workbook with a password to modify
- Protect a worksheet
- Unprotect a worksheet
- Allow editing of specified cells in a Protected Worksheet
- Protect workbook structure

## Module 10: Charts

- Introduction to Charts
- Recommended Charts
- Column Charts
- Pie Charts
- Line Charts
- Scatter Charts

## Module 11: Chart Elements and Formatting

- Introduction to Chart Elements
- Identify and Select Elements
- Add Elements
- Remove Elements
- Edit Elements
- Add, Remove or Edit Elements using Quick Elements
- Format Elements
- Change Colour Schemes
- Change Chart Formatting using Chart Styles

## Module 12: Quick Analysis

- Introduction to Quick Analysis
- Conditional Formatting with Quick Analysis
- Create Charts with Quick Analysis
- Create Calculations with Quick Analysis
- Sparklines with Quick Analysis
- Create Pivot Tables with Quick Analysis

## Solab – Company Overview

**Flexible, high-quality training delivered when, where and how you need it.**

At Solab we have been delivering an extensive range of high-quality information computer technology (ICT) training courses throughout Scotland **since 1994**.

We have trained 22,000 delegates over the years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

We trust you will enjoy your training course with Solab, and if you get into any problems, please call us on 01224213033.

### How to find us?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.



## Where to park?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.

## Office Opening Hours

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	<b>CLOSED</b>

## Questions?

Contact us on 01224 213 033 or email [training@solab.co.uk](mailto:training@solab.co.uk)