

Microsoft Excel 2013 - Advanced

General Description

Set Excel options, apply password protection, subtotal data, create PivotTables and record macros.

Learning Outcomes

- Personalise Excel by setting the default file location and customising advanced options
- Protect data in worksheets and workbooks with optional password security
- Import text files, export to Microsoft Word and insert pictures
- Link data between worksheets and workbooks using linking formulas
- Create automatic and manual outlines to provide summary views of worksheets
- Insert subtotals for a list of records and use subtotals with AutoFilter
- Use data consolidation to create summary calculations based on data stored in multiple worksheets
- Develop one-variable and two-variable data tables to perform what-if analysis
- Store variable data in scenarios, display scenarios and create a scenario summary report
- Insert a PivotChart, define the PivotChart structure and use the PivotChart Filter Field buttons
- Enhance PivotTables with compound fields, formatted values, calculated fields and running totals
- Set up advanced filtering to extract records from lists and use a variety of database functions
- Apply data validation settings to restrict data entry, create a drop-down list and circle invalid data
- Check the contents of cells using information functions including ISBLANK, ISERR and ISNUMBER
- Use the UPPER, LOWER, PROPER, CONCATENATE and TEXT functions to manage text
- Add Combo Box, List Box, Spin Button, Option Button and Check Box controls to a worksheet
- Share a workbook with other users, enable tracked changes and manage user comments
- Record macros with absolute and relative references, edit a macro and assign a macro to the Ribbon

Duration

One Day

Prerequisite

Intermediate understanding of Microsoft Excel

Topics

Setting Excel Options

Protecting Data

Importing and Exporting

Data Linking

Grouping and Outlining

Summarising and Subtotalling

Data Consolidation

Data Tables

Scenarios

PivotCharts

PivotTable Features

Advanced Filters

Validating Data

Information Functions

Text Functions

Controls

Sharing Workbooks

Recorded Macros