

Microsoft Excel 2013 - Intermediate

General Description

Manage multiple sheet workbooks, analyse data using a variety of functions, apply conditional formatting, utilise Excel's table features and enhance the structure and formatting of charts.

Learning Outcomes

- Create a custom fill list and extract data with Flash Fill
- Copy worksheets, hide rows and columns, split windows and freeze rows and columns
- Use built-in margins, set custom margins, change orientation, set a print area and scale printouts
- Apply quick borders to cells, use the More Borders option and draw borders
- Insert a variety of functions including IF, LOOKUP, COUNT, ROUND, TODAY and PMT
- Develop nested functions, paste values from formulas and document formulas
- Add financial functions including FV, NPV, PV, RATE and EFFECT
- Process date and time data with functions including HOUR, MINUTE, DATE, WEEKDAY and WORKDAY
- Define names for ranges, use names in formulas and manage names with the Name Manager
- Create custom data formats and apply a variety of built-in currency, date and time formats
- Format cells with conditional formatting options including data bars, colour scales and icon sets
- Perform what-if analysis using the Goal Seek tool
- Use the Quick Analysis tool to quickly format, chart and total selected data
- Produce a table using existing data, manage table records and apply table styles
- Create a filtered and formatted PivotTable report, filter with slicers and insert a timeline filter
- Enhance charts with titles, data labels, error bars and gridlines
- Format chart objects using shape styles, colour schemes, shape effects and WordArt options

Duration

One Day

Prerequisite

Basic understanding of Microsoft Excel

Topics

Fill Techniques

Worksheet Techniques

Page Setup

Applying Borders

Essential Functions

Complex Formulas

Financial Functions

Date and Time Functions

Defined Names

Number Formatting Techniques

Conditional Formatting

Goal Seeking

Quick Analysis Tools

Worksheet Tables

Pivot Tables

Chart Elements

Chart Object Formatting