



Microsoft Excel Training

Microsoft Excel 2013 Advanced

Who Should Do This Course?

This course is intended for current Microsoft Excel 2013 users who wish to extend their knowledge and skills beyond building and formatting simple workbooks.

Students should of already completed the Excel Beginner and Intermediate courses or should know how to create and save excel workbooks, create formulas, use functions and perform simple formatting of the data before doing this course.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

The skills and knowledge acquired in Microsoft Excel 2013 Advanced are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and advanced PivotTable techniques, macros, and much more.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- modify Excel options
- use a range of lookup and reference functions
- use a range of text functions
- use a variety of financial functions
- use a range of Information functions
- create more complex formulas and functions
- use goal seeking to determine the values required to reach a desired result
- use data linking to create more efficient workbooks
- use the Data Consolidation feature to combine data from several workbooks into one
- protect data in worksheets and workbooks
- create summaries in your spreadsheets using subtotals
- group cells and use outlines to manipulate the worksheet
- understand and create simple PivotTables
- create and edit a PivotChart
- construct and operate PivotTables using some of the more advanced techniques
- create recorded macros in Excel

Content

Unit 1: Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting the Default File Location
- Setting Advanced Options

Unit 2: Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP for Exact Matches
- Using HLOOKUP
- Using INDEX
- Using Match
- Understanding Reference Functions
- Using ROW and ROWS
- Using COLUMN and COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

Unit 3: Text Functions

- Understanding Text Functions
- Using the PROPER Function
- Using the UPPER and LOWER Functions
- Using the CONCATENATE Function
- Using the LEFT and RIGHT Functions
- Using the MID Function
- Using the LEN Function
- Using the SUBSTITUTE Function
- Using the T Function
- Using the TEXT Function
- Using the VALUE Function

Unit 4: Financial Functions

- Understanding Financial Functions
- Using PMT
- Using FV
- Using NPV
- Using PV
- Using RATE
- Using EFFECT
- Using NOMINAL

Unit 5: Information Functions

- Understanding Information Functions
- Using the CELL Function
- Using the ISBLANK Function
- Using the ISERR Function
- Using the ISODD and ISEVEN Functions
- Using the ISNUMBER and ISTEXT Functions
- Using the TYPE Function

Unit 6: Complex Formulas

- Scoping a Formula
- Long-Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

Unit 7: Goal Seeking

- Understanding Goal Seeking
- Using Goal Seek

Unit 8: Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

Unit 9: Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating a Linked Consolidation
- Consolidating From Different Layouts
- Consolidating Data Using the SUM Function

Unit 10: Protecting Data

- Understanding Data Protection
- Providing Total Access to Cells
- Protecting a Worksheet
- Working With a Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access to Cells
- Password Protecting a Workbook

- Opening a Password Protected Workbook
- Removing a Password From a Workbook

Unit 11: Summarising and Subtotalling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals

Unit 12: Grouping and Outlining

- Understanding Grouping and Outlining
- Creating an Automatic Outline
- Working With an Outline
- Creating a Manual Group
- Grouping by Columns

Unit 13: PivotTables

- Understanding Pivot Tables
- Recommended Pivot Tables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter

Unit 14: PivotCharts

- Inserting a PivotChart
- Defining the PivotChart Structure
- Changing the PivotChart Type
- Using the PivotChart Filter Field Buttons
- Moving PivotCharts to Chart Sheets

Unit 15: PivotTable Features

- Using Compound Fields
- Counting in a PivotTable
- Formatting PivotTable Values

- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding the Percentage of Total
- Finding the Difference From
- Grouping in PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable

Unit 16: Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving a Document as Macro Enabled
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Running a Macro With Relative References
- Viewing a Macro
- Editing a Macro
- Assigning a Macro to the Toolbar
- Running a Macro From the Toolbar
- Assigning a Macro to the Ribbon
- Assigning a Keyboard Shortcut to a Macro
- Deleting a Macro
- Copying a Macro

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**