

Course Name	Microsoft Office Excel 2013 Advanced
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	<p>Your previous experience with Microsoft Excel has given you a solid foundation in working with this software. You can use Excel efficiently and effectively to solve problems for your business. In this course, you will learn about some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing your data with other people, analyzing data, and using Excel data in other applications.</p> <p>Beyond the basic features, Excel offers many advanced features that will help you create better, more accurate workbooks. There are also tools that allow you to share your work with other people.</p> <p>This course can also be used to prepare for the Microsoft Office Specialist (MOS) Certification Exam. The appendix maps this course to the standards and objectives of this exam. There is also an assessment file to test your knowledge.</p>
Course Outcome	<p>Students will learn how to:</p> <ul style="list-style-type: none"> <li>• Automate worksheet functions.</li> <li>• Audit worksheets.</li> <li>• Analyze data.</li> <li>• Work with multiple workbooks.</li> <li>• Import and export data.</li> </ul>
Course Details	<p><b>Lesson 1: Advanced functions and formulas</b>  Topic A: Logical functions  Topic B: Conditional functions  Topic C: Financial functions  Topic D: Text functions  Topic E: Date and time functions  Topic F: Array formulas  Topic G: Calculation options</p> <p><b>Lesson 2: Lookups and data tables</b>  Topic A: Using look up functions  Topic B: Creating data tables</p> <p><b>Lesson 3: Advanced data management</b>  Topic A: Validating cell entries  Topic B: Advanced filtering</p> <p><b>Lesson 4: Advanced charting</b>  Topic A: Chart formatting options  Topic B: Combination charts  Topic C: Graphical objects</p> <p><b>Lesson 5: PivotTables and PivotCharts</b>  Topic A: Working with PivotTables  Topic B: Modifying PivotTable data  Topic C: Formatting PivotTables</p>

	<p>Topic D: Using Pivot Charts Topic E: PowerPivot</p> <p><b>Lesson 6: Exporting and importing data</b> Topic A: Exporting and Importing text files</p> <p><b>Lesson 7: Analytical tools</b> Topic A: Goal seek Topic B: Scenarios Topic C: Instant data analysis</p> <p><b>Lesson 8: Macros and Visual Basic</b> Topic A: Running and recording a macro Topic B: Working VBA Code</p> <p><b>Lesson 9: Accessibility and language features</b> Topic A: Accessibility considerations Topic B: Internationalization</p>
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