

Course Name	Microsoft Office Excel 2013 Intermediate
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	<p>Whether you need to crunch numbers for sales, inventory, IT, human resources, or another business unit, the ability to get the right information to the right people at the right time can create a powerful competitive advantage in a complex market environment.</p> <p>This course builds upon the foundational Microsoft® Office Excel® 2013 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.</p> <p>You'll learn a lot of things about Excel 2013, including how to create advanced formulas and organize your data into tables. You'll discover the power of PivotTables and Pivot Charts and how slicers can make data filtering as easy as clicking a few buttons</p>
Course Outcome	<p>Students will learn how to:</p> <ul style="list-style-type: none"> • Create advanced formulas. • Analyze data with logical and lookup functions. • Organize worksheet data with tables. • Visualize data by using charts. • Analyzing data with PivotTables, slicers, and Pivot Charts. • Insert graphic objects. • Enhance workbooks.
Course Details	<p>Lesson 1: Managing workbooks and worksheets Topic A: Viewing large worksheets Topic B: Printing large worksheets Topic C: Working with multiple worksheets Topic D: Linking worksheets with 3-D formulas Topic E: Using multiple workbooks</p> <p>Lesson 2: Advanced Formatting Topic A: Using Special number formats Topic B: working with themes Topic C: Other advanced formats</p> <p>Lesson 3: Outlining and subtotals Topic A: Outlining and consolidating data Topic B: creating subtotals</p> <p>Lesson 4: Cell and range names Topic A: Creating and using names Topic B: Managing names</p> <p>Lesson 5: Data structure and tables Topic A: Sorting and filtering data Topic B: Managing names</p>

	<p>Lesson 6: Web and sharing features Topic A: Saving workbooks as web pages Topic B: Using hyperlinks</p> <p>Lesson 7: Documenting and auditing Topic A: Auditing features Topic B: Comments in cells and workbooks Topic C: Protection Topic D: Work group collaboration</p>
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