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What's in Excel Advanced Skills 2013:

This is the continuation of Excel Essential Skills 2013. Upon successful completion of Excel Advanced Skills 2013, students will be prepared for the Microsoft Exam and will have full knowledge of the Microsoft Excel 2013 application.

Target Audience:

Individuals looking to enhance their knowledge of Microsoft Excel 2013.

Prerequisites:

Microsoft Excel Essential Skills 2013.

Duration:

12 Hours

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Topics Covered in Excel Advanced Skills 2013:

Advanced Functions and PivotTables
- Lesson Objectives
- What are Functions?
- Using the Correct Syntax for Functions
- Inserting Functions
- Using Array Formulas
- Using Lookup Functions
- CHOOSE Function
- INDEX Function
- LOOKUP Function
- HLOOKUP and VLOOKUP Functions
- Date and Time Functions
- Transpose Function
- Creating and Managing Pivot Tables
- Creating a Pivot Table
- Format Pivot Table Data
- Customizing PivotTables
- Using the Data Slicer with a PivotTable
- Group Pivot Table Data
- Calculated Fields and Items
- PowerPivot
- Activating PowerPivot
- Connecting PowerPivot to Data Source
- PowerPivot Calculated Fields
- Manage Table Relationships
- Lesson Summary
- Review Questions

Advanced Charts, Conditional Formatting, and Checking Formulas
- Lesson Objectives
- Advanced Chart Elements
- Formatting a Simple Chart
- Add a Secondary Vertical Axis
- Dynamic Charts
- Animated Charts
- Custom Chart Templates
- Chart Trendline
- Conditional Formatting
- Basic Conditional Formatting
- Manage Conditional Formatting Rules
- Custom Conditional Formatting Using a Formula
- Custom Conditional Formatting Using a Function
- Checking for Formula Errors
- Using the Error Checking Tool
- Tracing Formula Errors
- Evaluate Formulas

- Manual Checking and Displaying Formulas
- Lesson Summary
- Review Questions

Filtering and Sharing Workbooks
- Lesson Objectives
- Advanced Filtering
- Using Advanced Filters
- Using Comparison Operators
- Workgroup Functions
- Creating a Shared Workbook
- Resolving Shared Workbook Conflicts
- Tracking Changes
- Showing the History of Changes
- Merging Workbooks
- Removing Shared Use of Workbooks
- Mark as Final
- Using Comments
- Internationalization
- Using International Currency and Number Formats
- Using International Currency Symbols
- Using Custom and International Date and Time Formats
- Using Accessibility Checker Tool
- +Body and +Heading Fonts
- Modify Tab Order
- Lesson Summary
- Review Questions

Custom Formatting and What-If Analysis
- Lesson Objectives
- Using Custom Cell Formats
- Using Custom Number Formats
- Using Custom Accounting Formats
- Using Custom Text Formats
- Using Custom Date and Time Formats
- User Defined Styles
- Creating and Modifying Cell Styles?
- Custom Color Formats
- What-If Analysis
- Manual What-If Analysis
- Using the Goal Seek Tool
- Working with Scenarios
- Using Cell Watch
- Fill Series
- Lesson Summary
- Review Questions

Topics Covered in Excel Advanced Skills 2013 (Continued):

Pivot Charts and Advanced Formulas
- Lesson Objectives
- Pivot Charts
- Creating a PivotChart
- Changing Pivot Chart Options
- Pivot Chart Styles
- Using Advanced Functions and Features
- Financial Functions
- Nesting Functions
- Conditional Logic Functions
- Conditional Summary Functions
- Opening a Workspace
- Linking External Workbooks
- Referencing Other Worksheets in Formulas
- Linking Other Workbooks
- Modifying Workbook Links
- Removing Workbook Links
- Consolidating Data
- Lesson Summary
- Review Questions

Protecting and Configuring Workbooks
- Lesson Objectives
- Working with Templates
- Creating a Template
- Modifying Templates
- Copying Styles
- Deleting Templates
- Protecting Your Workbook
- Using Passwords
- Protecting the Worksheet
- Allow Ranges for Editing
- Protecting the Workbook Structure
- Protecting Workbook Files
- Form Fields
- Copy Macros
- Workbook Properties
- Accessing Workbook Properties
- Using the Document Inspector
- Changing Excel Formula Calculation Options
- Lesson Summary
- Review Questions

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What's in Excel Advanced Skills 2016:

This is the continuation of Excel Essential Skills 2016. Upon successful completion of Excel Advanced Skills 2016, students will be prepared for the Microsoft Exam and will have full knowledge of the Microsoft Excel 2016 application.

Target Audience:

Individuals looking to enhance their knowledge of Microsoft Excel 2016.

Prerequisites:

Microsoft Excel Essential Skills 2016

Duration:

12 hours

Topics Covered in Excel Advanced Skills 2016:

About This Courseware
- Courseware Description
- Course Design
- Course Objectives
- Conventions and Graphics

Advanced Formatting
- Lesson Objectives
- Conditional Formatting
- Basic Conditional Formatting
- Manage Conditional Formatting Rules
- Custom Conditional Formatting Using a Formula
- Using Custom Cell Formats
- Using Custom Number Formats
- Using Custom Accounting Formats
- Using Custom Date and Time Formats
- Internationalization
- Using International Currency and Number Formats
- Using International Currency Symbols
- Using Custom and International Date and Time Formats
- User Defined Styles
- Creating and Modifying Cell Styles
- Custom Color Formats
- Custom Themes
- +Body and +Heading Fonts
- Lesson Summary
- Review Questions

Advanced Functions and Formulas
- Lesson Objectives
- Working with Named Ranges
- Creating Named Ranges
- Naming Tables
- Modifying and Deleting Named Ranges
- What are Functions?
- Using the Correct Syntax
- Inserting Functions
- Using Lookup Functions
- CHOOSE Function

- INDEX Function
- MATCH Function
- LOOKUP Function
- HLOOKUP & VLOOKUP Functions
- Date and Time Functions
- Checking for Formula Errors
- Using the Error Checking Tool
- Tracing Formula Errors
- Evaluate Formulas
- Manually Checking and Displaying Formulas
- Lesson Summary
- Review Questions

Data Analysis Using Pivot Tables and Business Intelligence
- Lesson Objectives
- Creating & Managing Pivot Tables
- Creating a Pivot Table
- Format Pivot Table Data
- Customizing PivotTables
- Using Data Slicers with a PivotTable
- Group Pivot Table Data
- Calculated Fields and Items
- Referencing Pivot Table Data
- Pivot Charts
- Creating a PivotChart
- Changing Pivot Chart Options
- Drilling Down a Pivot Table or Pivot Chart
- Pivot Chart Styles
- Business Intelligence
- Activating Power Pivot
- Connecting Power Pivot to a Data Source
- Power Pivot Calculated Fields
- Manage Table Relationships
- Using Cube Functions
- Lesson Summary
- Review Questions

Microsoft Office Excel Advanced Skills 2013 & 2016

Topics Covered in Excel Advanced Skills 2016 (Continued):

Workbook Management Features
- Lesson Objectives
- Linking External Workbooks
- Referencing Other Worksheets in Formulas
- Linking Other Workbooks
- Modifying Workbook Links
- Removing Workbook Links
- Consolidating Data
- Workgroup Functions
- Creating a Shared Workbook
- Tracking Changes
- Showing the History of Changes
- Removing Shared Use of Workbooks
- Mark as Final
- Using Comments
- Protecting Your Workbook Files
- Using Passwords
- Protecting the Worksheet
- Allow Ranges for Editing
- Protecting the Workbook Structure
- Password Protecting Workbook
- Lesson Summary
- Review Questions

Advanced Charts, Functions and What-if Analysis
- Lesson Objectives
- Advanced Chart Elements
- Formatting a Simple Chart
- Add a Secondary Vertical Axis
- Custom Chart Templates
- Chart Trendline
- Using Advanced Functions and Features
- Financial Functions
- Nesting Functions
- Conditional Logic Functions

- Conditional Summary Functions
- What-If Analysis
- Manual What-If Analysis
- Using the Goal Seek Tool
- Working with Scenarios
- Using Cell Watch
- Structured References
- Lesson Summary
- Review Questions

Data Filtering, Macros, and Forms
- Lesson Objectives
- Fill Series
- Advanced Filtering
- Using Advanced Filters
- Using Comparison Operators
- Working with Templates
- Creating a Template
- Modifying Templates
- Deleting Templates
- Accessing Hidden Ribbon Tabs
- Macros
- Creating a Macro
- Copy Macros
- Adding Form Controls
- Adding Command Buttons
- Spin Buttons and Scroll Bars
- Check Boxes and Option Buttons
- List Boxes and Combo Boxes
- Group Box
- Text Boxes
- Changing Excel Formula Calculation Options
- Lesson Summary
- Review Question