

Excel 2013 Intermediate Course EXL1302: 1-day Instructor Led

Course Description

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more.

This course builds upon the foundational knowledge presented in the Excel Fundamentals course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

Course Objectives

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

Course Outline

Module 1: Organizing Workbooks

- Overview of Workbooks and Worksheets
- Working with Sheets in Groups

Module 2: Linking & Consolidating Data

- Working with Hyperlinks
- Working with Formulas That Link Worksheets and Files
- Consolidating Data from Various Worksheets

Module 3: Enhancing Workbook Navigation

- Adjusting Window Layout
- Organizing Data in an Outline

Module 4: Working with Lists of Data

- Overview of Excel Lists
- Rules for Designing a List
- Flash Fill
- Remove Duplicate Values

Module 5: Sorting and Subtotaling

- Sorting a Worksheet List
- Sorting by Columns
- Creating Custom Sort Orders
- Producing Subtotals on a Sorted List

Module 6: Creating Tables, Using Filters and Criteria

- Automating Your List for Day-To-Day Activity
- Setting a Custom Autofilter
- Working with Criteria Ranges

Module 7: Working with Charts

- Creating a Chart
- Excel's Assumptions About Your Data
- Modifying the Chart
- Enhancing the Chart
- Changing Series Orientation from Rows to Columns
- Working with Data Tables
- Updating a Chart's Data Series
- Changing The Data Series Order
- Working with Series-Related Options
- User-Defined Custom Types
- Printing Charts
- Creating Sparklines
- Deleting Sparklines