

## Customised IT and Soft Skills training to suit your needs

### Microsoft Excel 2013 Advanced Training

#### Excel 2013 Advanced Course Objectives

After the course, you will be able to:

- Use Lookup & Informational Functions
- Create Pivot Tables
- Use What-If Tools
- Sharing and Tracking Workbooks
- Record Basic Macros

#### Audience

This course is aimed at experienced Excel users who need to perform more complex functions, lists analysis, use What-If tools and who would like to start recording basic macros

#### Course Prerequisite

You must have sound Excel skills and understand key concepts of spreadsheets, or equivalent to our Intermediate course level.

#### Course Duration

This is a 1 day Excel 2013 Advanced Course. Course starts at 09:30 and runs until 16:30

#### Course Locations / Schedule

This course can be run at our Excel 2013 training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled course

### Recap Functions

- If Statements
- Nested If
- And
- Or
- Not
- Combining If, And, Or, Not
- Sumif
- Vertical Lookup (Vlookup)
- Horizontal Lookup (Hlookup)

### Lookup and Information Functions

- Match function
- Index Function
- ISTEXT, ISVALUE, ISDATE, ISNULL, ISERR, ISNA
- IFERROR
- Offset

- Advanced List Management
- Advanced Filter
- Database Functions: Dsum, Dmin, Dmax, Daverage, Dcount

## Summarising Data with Pivot Tables

- Inserting calculated fields
- Manipulating Fields
- Changing Value Field Settings
- Using Report Filter
- Grouping Data containing Dates and Numbers
- Formatting Pivot Table
- Showing and Hiding the Grand Totals
- Refreshing Data In Pivot Table
- Changing The Scope Of The Data source
- Summarizing Values by Sum, Count, Average, Max, and Product
- Show Values As % of Grand Total, % of Column Total, % of Row Total
- Pivot Table Options
- Using Slicers for Effective Filtering
- Pivot Chart

## General Analysis Tools

- Scenarios
- Custom Views
- Goal Seek
- Solver
- Data Tables
- One Input
- Two Input

## Protecting and Sharing

- Sharing a file
- Tracking changes
- Accepting or rejecting changes
- Applying Data validation rules
- Inserting comments
- Protecting cells, sheets, files
- Password protecting a file
- Password protecting a cell range

## Introduction to Macros

- Displaying the Developer Tab
- Review And Purpose Of Macros
- Where To Save Macros
- Absolute and relative record
- Running macros: Assigning to Quick Access Toolbar, shapes, Pictures and keyboard shortcuts

## Templates

- Viewing Sample Templates
- Creating Custom Templates
- Opening And Editing Templates
- Setting Template Properties

## Themes

- Applying Current Themes
- Creating Custom Themes



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