

Excel 2013 Advanced

Length: 1 Day

Experience Needed: Excel 2013 Intermediate, or equivalent experience.

Summary: This course takes users to a high level of knowledge using financial topics available in Excel such as financial functions, auditing and charts.

COURSE CONTENT

1: WORKING WITH LISTS

- Creating a List
- Maintaining a List
- Editing Records Using the Data Form
- Filtering a List
- Using Subtotals in a List

2: WORKING WITH MACROS AND USER-DEFINED FUNCTIONS

- Recording and Using Macros
- Assigning Macros
- Using User-Defined Functions

3: USING BASIC ANALYSIS TOOLS

- Performing "What If" Analyses
- Working with Scenarios

4: USING ADVANCED ANALYSIS TOOLS

- Querying a Database
- Importing and Exporting Files
- Protecting Data
- Using Data Validation
- Using Worksheet Protection
- Password Protection a Workbook

5: USING BUSINESS ANALYSIS TOOL

- Working with Pivot Tables and Pivot Charts
- Identifying the Parts of a Basic Pivot Table
- Create a PivotChart report from an existing PivotTable report
- Delete a PivotTable or PivotChart report
- Slicers
- Using slicers
- Formatting slicers for a consistent look
- Sharing slicers between PivotTables
- Sparklines
- Types of Sparklines
- Create a Sparkline
- Customize Sparklines
- Control which value points are shown
- Change the style of or format Sparklines
- Online Analytical Processing (OLAP)
- Business intelligence
- What is Online Analytical Processing (OLAP)?
- OLAP features in Excel 2013