



# Microsoft Excel 2013 Advanced

## Course Outline



## Program Overview

Microsoft Excel has many time saving tools that will help you become even more productive. This advanced Excel course covers a wide range of topics that will help you take full advantage of Excel's powerful features.

## Duration

2 - Day Program

## Learning Objectives

- Work with named ranges
- Use advanced functions
- Resolve formula errors
- Consolidate and manipulate data
- Analyze data using the Analysis Toolpak
- Work with PivotTables
- Use Macros

## Target Audience

Anyone who wants to use Microsoft Excel to create spreadsheets and automate data processing. Basic knowledge in Excel.

## Program Structure and Outline

### Advanced Formula Tasks

- Understanding Relative and Absolute Cell References
- Using Multiple Cell References
- Using 3D References
- Using Array Formulas

### Advanced Formula Tasks

- Understanding Named Ranges
- Defining Named Ranges
- Editing Named Ranges
- Deleting Named Ranges
- Using Named Ranges in Formulas



### **Using Advanced Functions**

- Using the PMT Function
- Using the FV Function
- Using VLOOKUP and HLOOKUP Functions
- Using IF, AND, OR Functions

### **Resolving Formula Errors**

- Tracing Formula Precedents and Dependents
- Showing Formulas
- Evaluating Formulas
- Setting Error Checking Options
- Using Error Option Buttons
- Running an Error Check

### **Managing Data**

- Consolidating Information
- Removing Duplicates
- Configuring Data Validation
- Transposing Data
- Converting Text to Columns

### **Outlining and Grouping Data**

- Outlining Data
- Showing and Hiding Outline Details
- Grouping Data
- Creating Subtotals
- Removing Outlining and Grouping

### **Working with Scenarios**

- Creating Scenarios
- Loading Scenarios
- Merging Scenarios
- Editing Scenarios
- Creating a Scenario Summary Report
- Deleting Scenarios

### **Using Solver**

- Setting up the Worksheet
- Running Solver



- Generating Reports and Scenarios with Solver
- Modifying Constraints
- Setting Solver Options

### **Analyzing Data**

- Enabling the Analysis ToolPak
- Using Data Analysis Tools
- Using Goal Seek
- Using Data Tables

### **Advanced PivotTable Features**

- Creating a Basic PivotTable
- Creating a Basic PivotChart
- Using the PivotTable Fields Pane
- Adding Calculated Fields
- Sorting Pivoted Data
- Filtering Pivoted Data

### **Using PowerPivot**

- Enabling PowerPivot
- Importing Access Data
- Importing Excel Data
- Integrating Data with Relationships
- Creating a PivotTable with PowerPivot Data

### **Using Macros**

- Recording a Macro
- Writing a Macro using the Visual Basic Editor
- Editing a Macro
- Running a Macro



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