

Microsoft Office Excel 2013 Online Training



Course Outline

Excel 2013: Level 1

Lesson 01 - Getting Started with Microsoft Excel 2013

Topic A: Identify the Elements of the Excel Interface
 Microsoft Excel 2013
 Spreadsheets, Worksheets, and Workbooks
 The Excel Interface
 Cell References and the Formula Bar
 The Go To Feature
 ScreenTips and Key Tips
 Demo 1-1: Excel Elements
 Topic B: Create a Basic Worksheet
 The Ribbon
 The Backstage View
 Data Types
 Excel 2013 File Formats
 SkyDrive
 The Convert Option
 The Compatibility Checker
 Demo 1-2: Creating a Spreadsheet
 Topic C: Use the Help System
 The Excel Help Window
 Demo 1-3: Using Help System
 Lesson 01 Review

Lesson 02 - Performing Calculations

Topic A: Create Formulas in a Worksheet
 Formulas
 The Formula Bar
 Elements of an Excel Formula
 Common Mathematical Operators
 The Order of Operations
 Demo 2-1: Creating Formulas
 Topic B: Insert Functions in a Worksheet
 Functions
 The Function Library
 Using the AutoSum Button
 The Formula AutoComplete Feature
 Demo 2-2: Insert Functions in a Worksheet
 Topic C: Reuse Formulas

The Cut, Copy, and Paste Commands
 Relative References
 Absolute References
 Mixed References
 Demo 2-3: Reusing Formulas
 Lesson 02 Review

Lesson 03 - Modifying a Worksheet

Topic A: Manipulate Data
 The Undo and Redo Commands
 Auto Fill
 Live Preview
 The Clear Button
 Demo 3-1: Manipulating Data
 Topic B: Insert, Manipulate, and Delete Cells, Columns, and Rows
 The Insert and Delete Options
 The Hide and Unhide Options
 Demo 3-2: Adjust Display of Columns
 Topic C: Search for and Replace Data
 Cell Names and Range Names
 The Find Command
 The Replace Command
 Demo 3-3: Searching for and Replacing Data
 Topic D: Spell Check a Worksheet
 The Spelling Dialog Box
 Demo 3-4: Spell Checking a Worksheet
 Lesson 03 Review

Lesson 04 - Formatting a Worksheet

Topic A: Modify Fonts
 Fonts
 The Font Group
 The Format Cells Dialog Box
 Galleries
 Live Preview and Formatting
 The Mini Toolbar
 Demo 4-1: Modifying Fonts

Topic B: Add Borders and Color to Cells

Border Options

Sheet Backgrounds

Demo 4-2: Adding Borders and Color to Cells

Topic C: Apply Number Formats

Number Formats

Number Formats in Excel

Demo 4-3: Applying Number Formats

Topic D: Align Cell Contents

The Indent Commands

The Wrap Text Command

Orientation Options

Demo 4-4: Aligning Cell Contents

Topic E: Apply Cell Styles

Cell Styles

Demo 4-5: Applying Cell Styles

Lesson 04 Review

Lesson 05 - Printing Workbook Contents**Topic A: Define the Basic Page Layout for a Workbook**

The Page Setup Dialog Box

Workbook Views

Headers and Footers

Header and Footer Settings

Page Margins

Page Orientation

Demo 5-1: Previewing a Workbook Before Print

Demo 5-2: Applying Print Changes

Topic B: Refine the Page Layout and Apply Print Options

Zoom Options

Page Breaks

The Print Area

Printing Titles

Scaling Options

Demo 5-3: Refine Print Layout

Lesson 05 Review

Lesson 06 - Managing Large Workbooks**Topic A: Format Worksheet Tabs**

Tab Formatting Options

Demo 6-1: Formatting Worksheet Tabs

Topic B: Manage Worksheets

Insertion and Deletion Options for Worksheets

Hide and Unhide Options

Worksheet References in Formulas

Demo 6-2: Managing Worksheets

Topic C: Manage the View of Worksheets and Workbooks

The Split Command

The Freeze Panes Options

The Arrange All Command

The View Side by Side Command

Demo 6-3: Managing the View of Worksheets and Workbooks

Lesson 06 Review

Lesson 07 - Customizing the Excel Environment**Topic A: Customize General and Language Options**

The Excel Options Dialog Box

The General Options

The Language Options

Demo 7-1: Customizing General and Language Options

Topic B: Customize Formula Options

The Formulas Options

Demo 7-2: Formula Options

Topic C: Customize Proofing and Save Options

The Proofing Options

The Save Options

Demo 7-3: Customizing Proofing and Save Options

Topic D: Customize the Ribbon and Quick Access Toolbar

The Customize Ribbon Options

The Quick Access Toolbar Options

Demo 7-4: Customizing the Quick Access Toolbar

Topic E: Customize the Functionality of Excel by Enabling Add-Ins

What Are Add-Ins?

The DEVELOPER Tab

The Add-Ins Dialog Box

Demo 7-5: Customizing the Functionality of Excel

Topic F: Customize Advanced and Trust Center Options

The Advanced Options

The Trust Center Options

Demo 7-6: Customizing Advanced and Trust Center Options

Lesson 07 Review

Course Closure

Excel 2013: Level 2

Lesson 01 - Creating Advanced Formulas

Topic A: Apply Range Names
 Worksheet without Range Names
 Worksheet with Range Names
 Excel 2013's Save Options
 Where to Access Saved Versions
 Demo 1-1: Adding Range Names
 Demo 1-2 & 1-3: Editing and Deleting a Range Name
 Demo 1-4: Using Range Names in a Formula
 Topic B: Use Specialized Functions
 The Function Library
 Logical Functions
 Statistical Functions
 Syntax of the AVERAGE Function
 The Insert Function Dialog Box
 The Function Arguments Dialog Box
 Demo 1-5: Locating Functions by Using the Function Reference
 Demo 1-6: Using Functions
 Lesson 01 Review

Lesson 02 - Analyzing Data with Logical and Lookup Functions

Topic A: Leverage Questions and Testing to Write Formulas
 Topic B: Use Logical and Lookup Functions to Find Answers to Questions
 Logical Functions
 Demo 2-1: Working with Logical Functions
 Demo 2-2: Combining IF and AND Functions
 The VLOOKUP Function
 The HLOOKUP Function
 Demo 2-3: Working with Lookup Functions
 Lesson 02 Review

Lesson 03 - Organizing Worksheet Data with Tables

Topic A: Create and Modify Tables
 A Sample Table
 The Create Table Dialog Box
 The TABLE TOOLS DESIGN Contextual Tab
 Demo 3-1: Converting a Range to a Table
 Topic B: Sort and Filter Data
 Data Sorted on a Single Column
 Data Sorted on Multiple Columns
 Filtered and Sorted Data
 Advanced Filter with Three Criteria
 Demo 3-2: Sorting Data and Removing Duplicate Records
 Demo 3-3: Filtering Records
 Topic C: Use Summary and Database Functions to Calculate Data
 The SUBTOTAL Function
 Demo 3-4: Using Subtotals with Range Data
 Summary Functions in Table Total Row: Example 1
 Summary Functions in Table Total Row: Example 2
 Compare SUM to DSUM
 Demo 3-5: Using Summary Functions in Tables
 Demo 3-6: Using Database Functions
 Lesson 03 Review

Lesson 04 - Visualizing Data with Charts

Topic A: Create Charts
 Data in a Table
 Data in a Chart
 The Insert Chart Dialog Box
 Demo 4-1: Creating Charts
 Topic B: Modify and Format Charts
 Demo 4-2: Modifying Charts
 Demo 4-3: Formatting Charts
 Topic C: Create a Trendline
 Trendlines Forecasting Out Two Years
 The Format Trendline Dialog Box
 Demo 4-4: Creating a Trendline
 Topic D: Create Advanced Charts
 A Dual-Axes Chart
 Demo 4-5: Creating a Dual-Axes Chart
 Lesson 04 Review

Lesson 05 - Analyzing Data with PivotTables, Slicers, and PivotCharts

Topic A: Create a PivotTable
 A Standard Table
 A PivotTable
 The PivotTable Field List Pane
 The Summarize Values By Options
 Summarizing Values by Using the MIN Function
 The Show Values As Options
 Showing Values As a Percent of the Grand Total
 Combining Summarize and Show (Example 1)
 Combining Summarize and Show (Example 2)
 Demo 5-1: Creating PivotTables
 Topic B: Filter Data by Using Slicers
 Slicers and a PivotTable
 Demo 5-2: Adding Slicers
 Topic C: Analyze Data by Using PivotCharts
 Slicers and a PivotChart
 Demo 5-3: Creating a PivotChart
 Lesson 05 Review

Lesson 06 - Inserting Graphics

Topic A: Insert and Modify Graphic Objects
 The INSERT Tab's Illustration Group
 Types of Shapes
 Demo 6-1: Inserting Pictures and Clip Art
 Topic B: Layer and Group Graphic Objects
 Layers
 A Hidden Layer
 The Same Layers in a New Stacking Order
 Three Graphic Objects, No Grouping
 Three Graphic Objects in One Group of Three
 Demo 6-2: Inserting and Grouping Shapes
 Topic C: Incorporate SmartArt
 The Choose a SmartArt Graphic Dialog Box
 Demo 6-3: Incorporating SmartArt
 Lesson 06 Review

Lesson 07 - Enhancing Workbooks

Topic A: Customizing Workbooks
 A Comment
 Demo 7-1: Inserting Comments and Hyperlinks
 Topic B: Manage Themes
 Built-in Themes
 Demo 7-2: Applying and Editing a Theme
 Topic C: Create and Use Templates
 An Expense Report Template

Demo 7-3: Creating a Template
 Topic D: Protect Files
 File Protection Options
 The REVIEW Tab's Changes Group
 The Protect Sheet Dialog Box
 The Protect Structure and Windows Dialog Box
 Demo 7-4: Protecting a Worksheet and a Workbook
 Lesson 07 Review
 Course Closure

Excel 2013: Level 3

Lesson 01 - Automating Worksheet Functionality

Topic A: Update Workbook Properties
 Workbook Properties
 Demo 1-1: Updating Workbook Properties
 Demo 1-2: Modifying the Default Settings in Excel
 Topic B: Create and Edit a Macro
 Macros Icon
 Record Macro Dialog Box
 Naming Macros
 Visual Basic for Applications
 Demo 1-3: Creating a Macro
 Demo 1-4: Editing a Macro
 Topic C: Apply Conditional Formatting
 Conditional Formatting
 Conditional Formatting Rules Manager
 Demo 1-5: Applying Conditional Formatting
 Demo 1-6: Editing a Conditional Formatting Rule
 Topic D: Add Data Validation Criteria
 Data Validation
 The Data Validation Dialog Box
 Demo 1-7: Adding Data Validation Criteria
 Lesson 01 Review

Demo 3-1: Adding Sparklines to Your Worksheet
 Demo 3-2: Editing Sparkline Data
 Topic B: Create Scenarios
 Scenarios
 The Scenario Manager Dialog Box
 Demo 3-3: Adding a Scenario
 Demo 3-4: Editing Scenario Data
 Topic C: Perform a What-If Analysis
 Goal Seek Dialog Box
 Solver Tool Parameters
 Demo 3-5: Using Goal Seek
 Demo 3-6: Installing the Solver Tool Add-In
 Demo 3-7: Using Solver to Perform a What-If Analysis
 Topic D: Perform a Statistical Analysis with the Analysis ToolPak
 Analysis ToolPak
 Demo 3-8: Performing a Data Analysis with Analysis ToolPak-
 Descriptive Statistics
 Topic E: Create Interactive Data with Power View
 A Power View Worksheet
 Demo 3-9: Creating a Power View Worksheet
 Lesson 03 Review

Lesson 02 - Auditing Worksheets

Topic A: Trace Cells
 Trace Cells
 Tracer Arrows
 Demo 2-1: Tracing Cell Precedents and Dependents
 Topic B: Troubleshoot Invalid Data and Formula Errors
 The Error Checking Command
 Data Validation
 Demo 2-2: Troubleshooting Invalid Data
 Demo 2-3: Troubleshooting Invalid Formulas
 Topic C: Watch and Evaluate Formulas
 Watch Window
 The Evaluate Formula Icon
 Demo 2-4: Evaluating a Formula
 Topic D: Create a Data List Outline
 Outlines
 Demo 2-5: Creating a Data List Outline
 Demo 2-6: Adding Subtotals to Grouped Data
 Lesson 02 Review

Lesson 04 - Working With Multiple Workbooks

Topic A: Consolidate Data
 Data Consolidation
 Demo 4-1: Consolidating Data
 Topic B: Link Cells in Different Workbooks
 Link Cells in Different Workbooks
 Demo 4-2: Linking Cells in Different Workbooks
 Demo 4-3: Editing Links
 Topic C: Merge Workbooks
 The Compare and Merge Workbooks Feature
 Demo 4-4: Merging Workbooks
 Lesson 04 Review

Lesson 05 - Exporting Excel Data

Topic A: Export Excel Data
 Export
 Demo 5-1: Exporting Excel Data
 Topic B: Import a Delimited Text File
 Text Import Wizard
 Get External Data Group
 Delimited Text Files
 Demo 5-2: Importing a Delimited Text File
 Topic C: Integrate Excel Data with the Web
 File Publish
 Publish as a Web Page Dialog Box
 Demo 5-3: Publishing a Worksheet to the Web
 Demo 5-4: Importing Data from the Web

Lesson 03 - Analyzing and Presenting Data

Topic A: Create Sparklines
 Sparkline
 The SPARKLINE TOOLS DESIGN Tab

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Topic D: Create a Web Query
Web Queries
The New Web Query Dialog Box
Demo 5-5: Creating a Web Query
Lesson 05 Review
Course Closure