

Microsoft Office Excel 2013 Level 2 Online Training



Course Outline

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