

Microsoft Office Excel 2013 Level 3 Online Training



Course Outline

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

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 03 - Analyzing and Presenting Data

Topic A: Create Sparklines
 Sparkline
 The SPARKLINE TOOLS DESIGN Tab
 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 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

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