



Microsoft Excel 2013 Level 3

Course EXL13-3B 1 Day Instructor-led, Hands on

Introduction

Students will explore advanced Excel concepts, including validating data, setting up formulas across multiple files and use many "what-if" scenarios in Excel. Students will also be introduced to the use of macros in automating processes.

At Course Completion

Upon successful completion of this course, students will be able to:

- Set rules for Excel data
- Build formulas across files
- Build text functions
- Explore data scenarios
- Secure Excel data
- Collaborate on workbooks
- Automate processes via macros

Prerequisites

Students should be familiar with basic and intermediate concepts of Microsoft Excel. This includes being able to build basic formulas and functions, charts, and pivot tables.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft Excel 2013 Level 1
- Microsoft Excel 2013 Level 2

Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

Ways to Save

- ISInc Training Tickets
- Government GSA, CMAS Contracts
- Save with six or more students in the same class. A dedicated training class at your location or ours can save you even more.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Outline

Module 1: Data and Formula Integrity

- Setting up Data Validation
- Validating Existing Data
- Troubleshooting Formulas
- Evaluating Formulas
- Adding Watches

Module 2: Formulas across Files

- Arranging Files
- Building Formulas across Files
- Building Functions across Files
- Consolidating Data
- Linking Cells across Files

Module 3: Working with Text Functions

- Combining Data from Cells
- Extracting Data into Columns
- Changing Case Using Functions
- Using Paste Special

Module 4: What-If Scenarios

- Using Goal Seek
- Using Solver
- Creating a Data Table
- Using Scenarios

Module 5: Securing Data

- Protecting Data on Sheets
- Protecting Workbook Structure
- Removing Protection
- Marking Files as Final

Module 6: Collaboration in Excel

- Sharing Workbooks
- Tracking Changes
- Reviewing Changes
- Merging Workbooks

Module 7: Import and Export Excel Data

- Importing from an External Database
- Exporting Data to a PDF

Module 8: Introduction to Macros

- Recording a Macro
- Running a Macro
- Saving a Macro-Enabled File

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Module 9: Using Excel Sparklines

- Building Sparklines
- Customizing Sparklines