



Course:

Excel 2013: Advanced

Duration: 2 days

Description:

In this ILT Series course, students will further build on the skills acquired in the Microsoft Excel 2013 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code. The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft Excel. We've listened carefully to customer feedback on the content, and redesigned the course to flow better in the classroom. Setup is clean and simple, examples relevant, and extraneous content gone.

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- Topic C: Financial functions
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Unit 2: Lookups and data tables

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- Topic B: Using MATCH and INDEX
- Topic C: Creating data tables

Unit 3: Advanced data management

- Topic A: Validating cell entries
- Topic B: Advanced filtering

Unit 4: Advanced charting

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- Topic C: Graphical objects



Unit 5: PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Rearranging PivotTables

Topic C: Formatting PivotTables

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Unit 6: Exporting and importing data

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Unit 7: Analytical tools

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Unit 8: Macros and Visual Basic

Topic A: Running and recording a macro

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Unit 9: Accessibility and language features

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Topic B: Internationalization