



**Course:**

**Excel 2013: Intermediate**

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**Duration:** 1 day

**Description:**

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

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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**Unit 1: Managing workbooks and worksheets**

- Topic A: Viewing large worksheets
- Topic B: Printing large worksheets
- Topic C: Working with multiple worksheets
- Topic D: Linking worksheets with 3-D formulas
- Topic E: Using multiple workbooks
- Topic F: Linking workbooks

**Unit 2: Advanced formatting**

- Topic A: Using special number formats
- Topic B: Working with themes
- Topic C: Other advanced formatting



**Unit 3: Outlining and subtotals**

Topic A: Outlining and consolidating data

Topic B: Creating subtotals

**Unit 4: Cell and range names**

Topic A: Creating and using names

Topic B: Managing names

**Unit 5: Data structure and tables**

Topic A: Sorting and filtering data

Topic B: Working with tables

**Unit 6: Web and sharing features**

Topic A: Saving workbooks as Web pages

Topic B: Using hyperlinks

Topic C: Sharing workbooks

**Unit 7: Documenting and auditing**

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

**Unit 8: Application settings and templates**

Topic A: Application settings

Topic B: Working with templates