



**Course:**

## **Excel 2013: Basic**

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**Duration:** 1 day

**Description:**

This ILT Series course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets. 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.

**Table Of Contents:**

**Unit 1: Getting started**

- Topic A: Spreadsheet terminology
- Topic B: The Excel environment
- Topic C: Navigating a worksheet
- Topic D: Using a template

**Unit 2: Entering and editing data**

- Topic A: Entering and editing text and values
- Topic B: Entering and editing formulas
- Topic C: Saving and updating workbooks

**Unit 3: Modifying a worksheet**

- Topic A: Moving and copying data
- Topic B: Moving, copying, and viewing formulas
- Topic C: Absolute and relative references
- Topic D: Inserting and deleting ranges, rows, and columns

**Unit 4: Functions**

- Topic A: Entering functions
- Topic B: AutoSum
- Topic C: Other common functions



**Unit 5: Formatting**

- Topic A: Text formatting
- Topic B: Row and column formatting
- Topic C: Number formatting
- Topic D: Conditional formatting
- Topic E: Additional formatting options

**Unit 6: Charts**

- Topic A: Chart basics
- Topic B: Formatting charts

**Unit 7: Graphics**

- Topic A: Working with pictures
- Topic B: Conditional formatting with graphics
- Topic C: Smart Art graphics

**Unit 8: Printing**

- Topic A: Preparing to print
- Topic B: Page Setup options
- Topic C: Printing worksheets



**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.

**Table Of Contents:**

**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



**Course:**

**Excel 2013: Advanced**

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**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.

**Table Of Contents:**

**Unit 1: Advanced functions and formulas**

- Topic A: Logical functions
- Topic B: Conditional functions
- Topic C: Financial functions
- Topic D: Text functions
- Topic E: Date functions
- Topic F: Array formulas

**Unit 2: Lookups and data tables**

- Topic A: Using lookup functions
- 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**

- Topic A: Chart formatting options
- Topic B: Combination charts
- Topic C: Graphical objects



**Unit 5: PivotTables and PivotCharts**

- Topic A: Working with PivotTables
- Topic B: Rearranging PivotTables
- Topic C: Formatting PivotTables
- Topic D: PivotCharts

**Unit 6: Exporting and importing data**

- Topic A: Exporting and importing text files
- Topic B: Getting external data

**Unit 7: Analytical tools**

- Topic A: Goal Seek
- Topic B: Scenarios

**Unit 8: Macros and Visual Basic**

- Topic A: Running and recording a macro
- Topic B: Working with VBA code

**Unit 9: Accessibility and language features**

- Topic A: Accessibility considerations
- Topic B: Internationalization