Microsoft Excel 2013 Intermediate

WALL TO WALL
COMPUTER SERVICES

Duration: 2 Days   **Course Code:** XL13INT

This course is designed for existing Excel 2013 Spreadsheet users who already are already comfortable working efficiently with Excel 2013, building formulas, using functions, charting data, and want to take it to a new level.

Learning Outcomes

By the end of this course students will be able to work more effectively with large worksheets, apply range names in formulas, create 3D formulas, set validation rules and apply filters, protect sheets and generate templates to save time and effort.

Prerequisites

It is really suggested that Students start off with our Essentials course even if they have previously done a basics course some time before or elsewhere. Students should already be comfortable with creating, editing and formatting Spreadsheets, building formulas and using functions, understand absolute formulas, be able to chart in seconds and be able to customise print settings already before attending.

Using Absolute References

- Relative v's Absolute Formulas
- Absolute References
- Using Mixed References

Working with Large Worksheets

- Setting Magnification Levels
- Using Full Screen View
- Splitting Window Panes
- Freezing and Unfreezing Panes

Using Range Names

- Creating Range Names
- Navigating Range Names
- Defining Range Names
- Using Range Names in Formulas
- Applying Range Names
- The Name Manager

Outlining Worksheets

- Overview of Outlining
- Adding an Outline
- Expanding/Collapsing an Outline
- Clearing an Outline

Using Paste Special

- Working with Paste Special
- Copying Formats or Values only
- Performing Mathematical Operations
- Using Transpose
- Copying Ranges with Hidden Data

- Copying Visible Cells Only

Using Multiple Worksheets and Workbooks

- Navigating between Worksheets
- Inserting and Deleting Worksheets
- Selecting Multiple Sheets
- Grouping and Un-Grouping Sheets
- Moving and Copying Data between Worksheets
- Printing Selected Worksheets
- Creating 3D Formulas
- Managing Worksheets

Inserting Drawing Objects

- Working with Shapes
- Adding and Formatting Objects
- Changing Shape Fill Colours
- Adding 3D Rotation Effects
- Adding Shadows and Reflections
- Using Feathered Edges
- Shape and Text Styles
- Adding Pictures and Clipart

Excel Functions

- Using Autosum Effectively
- Mathematical Functions
- Pi, TRUNC, INT, RANDBETWEEN, SQRT Functions
- Date and Time Functions
- Statistical Functions
- Count, CountA and CountIF Functions
- SUMIF Functions

Linking Sheets/Workbooks

- Linking Your Data
- Using Copy, Paste Special
- Linking Formulas
- Updating and Managing Links
- Creating Hyperlinks

Proofing

- Correcting Recurring Errors
- Find and Replace
- Using Auto Correct

Advanced Formatting

- Using Conditional Formatting
- Formatting Cell backgrounds
- Applying Patterns and Colours
- Adding a Background to a Worksheet
- Creating and Modifying Styles
- Merging Styles between Files

Using Data Validation

- Setting Data Validation Rules
- Creating Drop Down Combos

Working with Lists

- Using Data Lists
- Filtering your Data
- Sorting Alphabetically/Numerically
- Using Multiple Sort Levels

Applying Protection

- Using Worksheet Protection
- Password Protecting Files
- Unprotecting Worksheets

Comments

- Creating Comments in Files
- Viewing/Print out Comments

Templates

- Creating your own Templates
- Insert a new Worksheet based on a Template

Sharing Workbooks

- Making a file Multi-User
- Routing a Document
- Shared Workbook Tips
- Identifying Users
- Resolving Conflicts
- Review Track Changes History

Online Forms

- Creating Worksheet Forms
- Text Boxes and Drop Downs
- Adding Data to Controls
- List Box, Check Box and Option Buttons
- Setting up for Online Use