Excel 2013 - Level 2

Duration: 8 Hours

Overview:
The ability to analyse massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organisation that is able to compete at a high level. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2013 Exam and the Excel 2013 Expert Exam.

Target Audience:
This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.

Pre-requisites:
Prior to taking this course, you should either have taken Microsoft Office Excel 2013: Part 1 or have equivalent knowledge.

At Course Completion:
After completing this course, students will be able to:
- Customise the Excel environment
- Create advanced formulas
- Analyse data by using functions and conditional formatting
- Organise and analyse datasets and tables
- Visualise data by using basic charts
- Analyse data by using PivotTables, slicers, and PivotCharts

Lesson 1: Customising the Excel Environment
- Configure Excel Options
- Customise the Ribbon and the Quick Access Toolbar
- Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas
- Use Range Names in Formulas
- Use Specialised Functions
- Use Array Formulas

Lesson 3: Analysing Data with Functions and Conditional Formatting
- Analyse Data by Using Text and Logical Functions
- Apply Advanced Conditional Formatting

Lesson 4: Organising and Analysing Datasets and Tables
- Create and Modify Tables
- Sort Data
- Filter Data
- Use SUBTOTAL and Database Functions

Lesson 5: Visualising Data with Basic Charts
- Create Charts
- Modify and Format Charts

Lesson 6: Analysing Data with PivotTables, Slicers, and PivotCharts
- Create a PivotTable
- Analyse PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Slicers

Appendix A: Microsoft Office Excel 2013 Exam 77-420
Appendix B: Microsoft Office Excel 2013 Expert Exams 77–427 and 77-428
Appendix C: Financial Functions
Appendix D: Date and Time Functions
Appendix E: Working with Graphical Objects