

Microsoft®

Excel 2013

Courseware 6281 ISBN 978-1-55332-404-1

Course Description

This *Microsoft® Excel 2013 Level 2 Guide* teaches the information worker how to work with intermediate or advanced features for business reports such as charts to show trends or patterns, what-if scenarios, or table and database functions. The information worker will also look at more functions to set up more complex calculations.

Course Prerequisites

This course is a continuation of the *Microsoft Excel 2013 – Level 2* courseware, in which you were introduced to the basic concepts and skills required for creating and editing professional-looking spreadsheets for a variety of purposes and situations.

Students who wish to become proficient using the intermediate features of Microsoft Excel 2013 will benefit from taking this course.

Courseware Description
 Course Design
 Course Objectives
 Conventions and Graphics
Lesson 1: Working with Charts and Graphics
 Lesson Objectives
 Creating a Basic Chart
 Moving and Resizing Charts
 Changing Chart Types
 Working with Pie Charts
 Modifying the Chart Design and Location
 Adding New Data
 Using Sparklines
 Printing Charts
 Using Quick Analysis Tool
 Drawing Shapes
 Moving and Resizing Shapes
 Formatting Shapes
 Using WordArt
 Inserting Pictures and Clip Art
 Using the Image Editor
 Modifying Graphics Objects
 Using the Format Shape Pane
 Resizing, Reshaping, and Scaling Objects
 Rotating Objects
 Inserting a Watermark in the Background
 Using SmartArt Graphics
 Lesson Summary
 Review Questions

Lesson 2: Organizing Data
 Lesson Objectives
 Working with Named Ranges
 Creating Named Ranges
 Modifying and Deleting Named Ranges
 Go To a Cell or Named Range
 Using Tables
 Creating a Table
 Modifying Table Data
 Formatting Table Data
 Moving or Copying Worksheets
 Sorting Data
 Sorting by Single-Level Data
 Sorting by Multi-Level Data
 Filtering Information
 Removing Duplicate Rows
 Outlining
 Lesson Summary
 Review Questions

Lesson 3: Macros, Importing and Exporting Data
 Lesson Objectives
 Customizing Excel
 Customizing the Quick Access Toolbar
 Customize the Ribbon
 Finding and Replacing Data
 Finding Data
 Replacing Data
 Using Hyperlinks
 Inserting Hyperlinks
 Modifying and Deleting Hyperlinks
 Using Comments
 Importing and Exporting Data
 Importing Data Files
 Open Non-Native Files Directly in Excel
 Exporting Data from Excel
 Changing Workbook Properties
 Save to Remote Locations
 SkyDrive
 Macros
 Creating a Macro
 Saving and Opening a Workbook Containing Macros
 Adding Macros to the Quick Access Toolbar
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 Review Questions
Review Questions
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