

Module Title : Microsoft Excel 2013 Advanced

Duration : 1 day

Introduction

This training required user that have average skill in Excel 2013. The required skills for this training include calculation, creating and formatting.

Contents

In this module, you will learn to manage and massage data into your on format.

Module 1: Managing Data

- Consolidating Information
- Removing Duplicates
- Configuring Data Validation
- Transposing Data
- Converting Text to Columns

Module 2: Outlining and Grouping Data

- Outlining Data
- Showing and Hiding Outline Details
- Grouping Data
- Creating Subtotals
- Removing Outlining and Grouping

Module 3: Working with Scenarios

- Creating Scenarios
- Loading Scenarios
- Merging Scenarios
- Editing Scenarios
- Creating a Scenario Summary Report
- Deleting Scenarios

Module 4: Using Solver

- Setting up the Worksheet
- Running Solver
- Generating Reports and Scenarios with Solver

- Modifying Constraints
- Setting Solver Options

Module 5: Analyzing Data

- Enabling the Analysis ToolPak
- Using Data Analysis Tools
- Using Goal Seek
- Using Data Tables

Module 6: Advanced PivotTable Features

- Creating a Basic PivotTable
- Creating a Basic PivotChart
- Using the PivotTable Fields Pane
- Adding Calculated Fields
- Sorting Pivoted Data
- Filtering Pivoted Data

Module 7: Using Macros

- Recording a Macro
- Writing a Macro using the Visual Basic Editor
- Editing a Macro
- Running a Macro