

Module Title : Microsoft Excel 2013 Intermediate
Duration : 1 day

Introduction

This training is suitable for intermediate of Excel 2013 user. This training required basic skill in Excel 2013.

Contents

In this module you will learn to use calculation in Excel. Beside calculation, you also will learn about Formatting Table.

Module 1: Using Basic Excel Tools

- Using Basic Formulas
- Using Basic Functions
- Using Advanced Functions
- Understanding Cell References and Formulas
- Understanding Relative and Absolute Cell References
- Using Multiple Cell References
- Using 3D References
- Using Array Formulas

Module 2: Working with Named Ranges

- Understanding Named Ranges
- Defining Named Ranges
- Editing Named Ranges
- Deleting Named Ranges
- Using Named Ranges in Formulas

Module 3: Using Functions

- Using VLOOKUP and HLOOKUP Functions
- Using IF, AND, OR Functions
- Summarize data using SUMIF
- Using SUMIFS for multiple conditions
- Get median arithmetic value with AVERAGEIF
- Using AVERAGEIFS for multiple conditions

- Using COUNTIF to count no of Records
- Working with multiple criteria with COUNTIFS Analyst Data in Database

Module 4: Formatting the Workbook

- Using Cell Styles
- Formatting Data as a Table
- Using Sort and Filter