

Microsoft Office Excel 2013: Level 2

Objectives: You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Designed for: This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Prerequisites: Before starting this course, learners are recommended to take Microsoft Office Excel 2103: Level 1.

Course Content:

Creating Advanced Formulas

- Apply Range Names
- Use Specialized Functions

Analyzing Data with Logical and Lookup Functions

- Leverage Questions and Testing to Write Formulas
- Use Logical and Lookup Functions to Find Answers to Questions

Organizing Worksheet Data with Tables

- Create and Modify Tables
- Sort and Filter Data
- Use Summary and Database Functions to Calculate Data

Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Create a Trendline
- Create Advanced Charts

Analyzing Data with PivotTables, Slicers, and PivotCharts

- Create a PivotTable
- Filter Data by Using Slicers
- Analyze Data by Using PivotCharts

Inserting Graphic

- Insert and Modify Graphic Objects
- Layer and Group Graphic Objects
- Incorporate SmartArt

Enhancing Workbooks

- Customize Workbooks
- Manage Themes
- Create and Use Templates
- Protect Files

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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