Course   : Advanced Excel 2013
Duration   : 24 hrs

Training Outline:

Module 1:

- Explain customization of the Ribbon and Quick Access Toolbar
- Explain proofing and management of Add-ins
- Describe built-in and custom templates in Excel
- Explain importing and exporting of XML data in Excel
- Describe worksheet protection and locking/unlocking of cells
- Explain workbook protection, finalization, and encryption of workbook
- Explain shared workbook and change tracking in a shared workbook
- Explain the process of recovering unsaved versions of a file
- Explain tracing of formula precedents and dependants
- Explain Data Validation tool and checking common errors in a file
- Explain iterative calculation and setting calculation precision

Module 2:

- Describe the use of single cell and multi cell array formula
- Explain SUMIFS (), COUNTIFS (), and basic counting functions
- Describe Statistical and Financial functions
- Describe Date and Time functions
- Describe Text, Logical, and Lookup functions
- Explain the importance of chart and the different types of chart
- Explain modification of chart elements, chart area, plot area, and
- Describe formatting of chart title, legend, and gridlines
- Explain Trend lines and data series
- Explain Dual axes and chart templates
- Describe combination chart, error bars, and data tables
- Explain conditional formatting of data using data bars, color scalets
- Explain Sparklines

Module 3:

- Describe sorting and filtering of labels and values in a PivotTable
- Describe the use slicer for a PivotTable
- Explain creation of PivotChart Report
- Explain changing of the chart type of a PivotChart Report
- Explain Analysis Tool Pak
- Explain single factor and two factor tool with and without replica
- Describe Correlation and Covariance
- Explain Exponential smoothing and F-Test two-sample for variances
- Describe Histogram and moving average
- Explain Random number generation and t-Test
- Describe Goal seek and Solver for what-if analysis
- Explain one-input and two-input data table and scenario
- Explain creating and running a macro
- Explain assigning macro to a command button
- Explain creation of a custom macro button on the Quick Access Tool
- Describe macro security
- Describe Form controls