

Microsoft Office 2013 Excel Advanced Series!

Description

This course provides students with the knowledge and skills to automate common tasks, audit workbooks to avoid errors, share your data with other people, analyze data, and use Excel data in other applications.

Course Modules:

Module 01: Automating Worksheet Functionality

(Duration: 42m)

1. Workbook
2. Topic A: Update Workbook Properties
3. Workbook Properties
4. Demo 1-1: Updating Workbook Properties
5. Demo 1-2: Modifying the Default Settings in Excel
6. Topic B: Create and Edit a Macro
7. Macros Icon
8. Record Macro Dialog Box
9. Naming Macros
10. Visual Basic for Applications

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11. Demo 1-3: Creating a Macro
12. Demo 1-4: Editing a Macro
13. Topic C: Apply Conditional Formatting
14. Conditional Formatting
15. Conditional Formatting Rules Manager
16. Demo 1-5: Applying Conditional Formatting
17. Demo 1-6: Editing a Conditional Formatting Rule
18. Topic D: Add Data Validation Criteria
19. Data Validation
20. The Data Validation Dialog Box
21. Demo 1-7: Adding Data Validation Criteria
22. Lesson 01 Review
23. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02: Auditing Worksheets

(Duration: 37m)

1. Workbook
2. Topic A: Trace Cells
3. Trace Cells
4. Tracer Arrows
5. Demo 2-1: Tracing Cell Precedents and Dependents
6. Topic B: Troubleshoot Invalid Data and Formula Errors
7. The Error Checking Command
8. Data Validation
9. Demo 2-2: Troubleshooting Invalid Data
10. Demo 2-3: Troubleshooting Invalid Formulas
11. Topic C: Watch and Evaluate Formulas
12. Watch Window
13. The Evaluate Formula Icon
14. Demo 2-4: Evaluating a Formula
15. Topic D: Create a Data List Outline
16. Outlines
17. Demo 2-5: Creating a Data List Outline

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18. Demo 2-6: Adding Subtotals to Grouped Data
19. Lesson 02 Review
20. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 03: Analyzing and Presenting Data

(Duration: 1h 2m)

1. Workbook
2. Topic A: Create Sparklines
3. Sparkline
4. The SPARKLINE TOOLS DESIGN Tab
5. Demo 3-1: Adding Sparklines to Your Worksheet
6. Demo 3-2: Editing Sparkline Data
7. Topic B: Create Scenarios
8. Scenarios
9. The Scenario Manager Dialog Box
10. Demo 3-3: Adding a Scenario
11. Demo 3-4: Editing Scenario Data
12. Topic C: Perform a What-If Analysis
13. Goal Seek Dialog Box
14. Solver Tool Parameters
15. Demo 3-5: Using Goal Seek
16. Demo 3-6: Installing the Solver Tool Add-In
17. Demo 3-7: Using Solver to Perform a What-If Analysis
18. Topic D: Perform a Statistical Analysis with the Analysis ToolPak
19. Analysis ToolPak
20. Demo 3-8: Performing a Data Analysis with Analysis ToolPak-Descriptive Statistics
21. Topic E: Create Interactive Data with Power View
22. A Power View Worksheet
23. Demo 3-9: Creating a Power View Worksheet
24. Lesson 03 Review
25. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 04: Working With Multiple Workbooks

(Duration: 29m)

1. Workbook
2. Topic A: Consolidate Data
3. Data Consolidation
4. Demo 4-1: Consolidating Data
5. Topic B: Link Cells in Different Workbooks
6. Link Cells in Different Workbooks
7. Demo 4-2: Linking Cells in Different Workbooks
8. Demo 4-3: Editing Links
9. Topic C: Merge Workbooks
10. The Compare and Merge Workbooks Feature
11. Demo 4-4: Merging Workbooks
12. Lesson 04 Review
13. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 05: Exporting Excel Data

(Duration: 36m)

1. Workbook
2. Topic A: Export Excel Data
3. Export
4. Demo 5-1: Exporting Excel Data
5. Topic B: Import a Delimited Text File
6. Text Import Wizard
7. Get External Data Group
8. Delimited Text Files
9. Demo 5-2: Importing a Delimited Text File

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10. Topic C: Integrate Excel Data with the Web
11. File Publish
12. Publish as a Web Page Dialog Box
13. Demo 5-3: Publishing a Worksheet to the Web
14. Demo 5-4: Importing Data from the Web
15. Topic D: Create a Web Query
16. Web Queries
17. The New Web Query Dialog Box
18. Demo 5-5: Creating a Web Query
19. Lesson 05 Review
20. Course Closure
21. **Review Quiz (Number of attempts allowed: Unlimited)**

This course includes

- On-demand video
- 5 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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