

# Microsoft Excel 2013 Intermediate Course 1 Day

## OVERVIEW

This course is designed to take current users of Excel and provide them with the knowledge required to use more advanced formulas and to work with various tools to help analyse data in spreadsheets.

## WHO SHOULD ATTEND

This course is designed to take current users of Excel and to look at additional functions, such as more advanced formulas, data analysis, charts and database options.

## PREREQUISITE COMMENTS

You should have ideally attended our Excel Introduction level course, or have sufficient experience and understanding of Excel, especially a basic understanding of formulae.

**The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.**

<b>FORMULAS</b>	<b>CONDITIONAL FORMATTING</b>
<ul style="list-style-type: none"> <li>Relative vs Absolute Cells</li> <li>Average, Max, Min, Count</li> <li>CountA, Countif, SumIf</li> <li>Linking Calculations</li> <li>Range Names</li> </ul>	<ul style="list-style-type: none"> <li>Using preset &amp; customising</li> </ul>
<b>ADVANCED FORMULAS</b>	<b>FORMULA AUDITING</b>
<ul style="list-style-type: none"> <li>Review of Text Functions</li> <li>If Statements</li> <li>Nested If Statements</li> <li>If And / If Or</li> <li>VLookup and Hlookup</li> </ul>	<ul style="list-style-type: none"> <li>Displaying Formulas in Worksheet</li> <li>Show Precedent and Dependent Cells</li> <li>Finding &amp; Resolving Errors</li> </ul>
<b>WORKSHEETS</b>	<b>FORMAT AS A TABLE</b>
<ul style="list-style-type: none"> <li>Inserting , Deleting Worksheets</li> <li>Moving and Copying Worksheets</li> <li>Grouping Worksheets</li> <li>Hiding Columns &amp; Rows</li> <li>Freeze Panes / Spilt Screens</li> </ul>	<ul style="list-style-type: none"> <li>Format as a Table</li> <li>Table Styles</li> <li>Sorting and Filtering Options</li> <li>Inserting Slicers</li> </ul>
<b>CHARTS</b>	<b>DATABASE OPTIONS</b>
<ul style="list-style-type: none"> <li>Inserting and Modifying Charts</li> <li>Adding Trendlines / Sparklines</li> </ul>	<ul style="list-style-type: none"> <li>Instant Data Analysis</li> <li>Sorting and Filtering Options</li> <li>Subtotals</li> <li>Intro to Pivot Tables</li> </ul>
	<b>PRINTING</b>
	<ul style="list-style-type: none"> <li>Print Areas</li> <li>Rows to Repeat at the Top</li> </ul>
	<b>DATA TO / FROM OTHER APPLICATIONS</b>
	<ul style="list-style-type: none"> <li>Paste Linking / Paste Special</li> </ul>

## DEBY JAMES ASSOCIATES

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