

# Microsoft Excel 2013

## Level 2

**ERP · BI · CRM · EPM · HR · PAYROLL**

## Course Outline

This course builds on the skills and concepts taught in Excel 2013: Basic. You will learn how to use multiple worksheets and workbooks efficiently, and you will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. You will also learn how to create outlines and subtotals, create and apply cell names, and work with lists and tables. You will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates. This is the second module in our Excel® suite of courses, the other being Basic and Advance.

### Course duration:

This course is scheduled for two days from 9:00 till 16:00.

### Course pre-requisites:

Good understanding and working knowledge of Windows generic functionality and Excel 2013 Level 1

### Pre-Training Assessment:

If you're not sure which level you need to start your training with, feel free to request an online pre training assessment.

### Documentation:

The following documentation is included with the course

- > Microsoft Excel 2013 Level 2 user guide
- > Certificate of attendance

### After attending you will be able to:

- > Use advanced formulas
- > Organize worksheet and table data using various techniques
- > Create and modify charts
- > Analyse data using PivotTables, Slicers, and PivotCharts
- > Insert and modify graphic objects in a worksheet
- > Customize and enhance workbooks and the Microsoft Office Excel environment

### Who should attend?

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyse data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.



## Topics Covered

- 1. Prepare and produce a spreadsheet**
  - > Overview of the Excel 2013 screen
  - > Planning and designing the Worksheet
- 2. Customise the view and preferences**
  - > Minimising the Ribbon
  - > Customising the Quick Access Toolbar
  - > Changing the size of the screen display
  - > Freeze Titles
  - > Change the default file location
  - > Setting document properties
  - > Create a spreadsheet using a template
  - > Create a template from an existing spreadsheet
- 3. Work with Multiple Worksheets**
  - > Multiple Sheets
  - > Renaming Sheets
  - > Using the Clipboard Group
  - > Using Paste Special
  - > Insert and Delete Sheets
  - > Copy and Move Sheets
  - > Worksheet Groups
- 4. Apply formulas to worksheets**
  - > Entering Formulas
  - > Relative or Absolute Cell Addressing
  - > Link Formulas between worksheets
  - > Interpret and Correct Formula Error Messages
  - > Auditing Commands
  - > Error Checking
- 5. Apply built-in functions**
  - > What is a built-in function
  - > Creating Formulas Using Functions
  - > Date and Time Functions
  - > Financial Functions
  - > Statistical Functions
  - > Math and Trig Functions
- 6. Apply formatting to a spreadsheet**
  - > Formatting Rows and Columns
  - > Format Styles
  - > AutoFormat
  - > Copy Formats
  - > Conditional Formatting
  - > Protection
- 7. Print a Spreadsheet**
  - > Previewing the spreadsheet
  - > Using the Page Break Preview
  - > Page Layout

- > Print Gridlines
- > Printing a worksheet
- 8. Working with Data**
  - > Sorting data
  - > Filtering data
  - > Subtotals
- 9. Working with charts**
  - > Why do we use charts/graphs
  - > Chart Terminology
  - > Creating a Chart
  - > Setting or changing the Chart type
  - > Chart Titles
  - > Chart Location
  - > Moving, Resizing and Deleting charts as Objects
  - > Creating a chart using Insert
  - > Formatting a Chart
  - > Printing charts
  - > Working with Sparklines
  - > Using the Drawing Tools and Pictures
- 10. Evaluate a Spreadsheet**

## Venue Details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

### Centurion

1001 Clifton Avenue  
Lyttelton Manor  
Centurion

### Rivonia

3 Fifth Avenue  
Rivonia  
Johannesburg



## For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)