

# Microsoft Excel 2013

## Level 3

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

## Course Outline

The training in and use of Microsoft® Office Excel® 2013 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Excel® 2013. You have used Microsoft® Office Excel® 2013 to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

### 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 & 2

### 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 3 user guide
- > Certificate of attendance

### After attending you will be able to:

- > Enhance productivity and efficiency by streamlining the workflow
- > Collaborate with other workbook users
- > Audit worksheets
- > Analyse data
- > Work with multiple workbooks
- > Import and export data
- > Integrate Excel data with the web
- > Structure workbooks with XML

### Who should attend?

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyse worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2013, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.



## Topics Covered

- 1. Prepare and produce a spreadsheet**
  - > Naming Ranges
  - > Working with Names
  - > Deleting a Named Range
  - > Creating names from a selection
  - > Using Paste Special
  - > Working with Links
  - > Editing Links
  - > Worksheet Protection
- 2. Data commands**
  - > Sorting Data
  - > Subtotals
  - > Working with Advanced Filters
  - > Working with External Data
  - > Converting Text to Columns
  - > Validation
- 3. Advanced Functions**
  - > Database Functions
  - > Lookup Functions
  - > Logical Functions
  - > Text Functions
- 4. Customising Microsoft Excel**
  - > Setting Excel Options
  - > Excel Add-ins
  - > Customising the Quick Access toolbar
- 5. Pivot Tables**
  - > Understanding a Pivot Table
  - > Creating a Pivot Table
  - > Using the PivotTable filters
  - > Change PivotTable data
- 6. Modifying the Pivot Table placement**
  - > Change the design layout
  - > Change the design style
  - > Change the design style options
  - > Change settings of a selected field
  - > Pivot Table options
  - > Inserting Slicers
  - > Creating Pivot Charts
  - > Deleting a PivotTable report or chart
- 7. Advanced Tools**
  - > Auditing tools
  - > Goal Seek
  - > Scenario Manager
  - > Solver

- > Custom Views

## 8. Macros

- > Understanding Macros
- > Developer Tab
- > Macro Security levels
- > Trusted locations
- > Recording a macro
- > Running Macros

## 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)