

Excel 2013 Level 3

Course Description

Students will learn advanced level Excel skills.

Prerequisites

Excel 2013 Level 1 and Level 2 or equivalent knowledge.

What Next?

Excel 2013 Level 3 is the third course in this series. Students can take Excel 2013 VBA Programming to learn specialist features.

Course Content

Unit 1: Advanced functions and formulas

- Logical functions
- Conditional functions
- Financial functions
- Text functions
- Date functions
- Array formulas

Unit 2: Lookups and data tables

- Using lookup functions
- Using MATCH and INDEX
- Creating data tables

Unit 3: Advanced data management

- Validating cell entries
- Advanced filtering

Unit 4: Advanced charting

- Chart formatting options
- Combination charts
- Graphical objects

Unit 5: PivotTables and PivotCharts

- Working with PivotTables
- Rearranging PivotTables
- Formatting PivotTables
- PivotCharts

Unit 6: Exporting and importing data

- Exporting and importing text files
- Getting external data

Unit 7: Analytical tools

- Goal Seek
- Scenarios

Unit 8: Macros and Visual Basic

- Running and recording a macro
- Working with VBA code