



Microsoft Excel 2013/2016 Course Outlines (version differences will be noted in the outline).

Microsoft Excel 2013/2016 Level I – Course Content

Duration:

One day

Description:

This Instructor-led Training course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013/2016, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets.

Table of Contents:

Unit 1: Getting started

Topic A: Spreadsheet terminology

Topic B: The Excel environment

Topic C: Navigating a worksheet

Topic D: Using a template

Unit 2: Entering and editing data

Topic A: Entering and editing text and values

Topic B: Entering and editing formulas

Topic C: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data

Topic B: Moving, copying, and viewing formulas

Topic C: Absolute and relative references

Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Functions

Topic A: Entering functions



Topic B: AutoSum

Topic C: Other common functions

Unit 5: Formatting

Topic A: Text formatting

Topic B: Row and column formatting

Topic C: Number formatting

Topic D: Conditional formatting

Topic E: Additional formatting options

Unit 6: Charts

Topic A: Chart basics

Topic B: Formatting charts

Unit 7: Graphics

Topic A: Working with pictures

Topic B: Conditional formatting with graphics

Topic C: SmartArt graphics

Unit 8: Printing

Topic A: Preparing to print

Topic B: Page Setup options

Topic C: Printing worksheets



Microsoft Excel 2013/2016 Level II – Course Content

Duration:

One day

Description:

This Instructor-led Training course will teach students how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

Table of Contents:

Unit 1: Managing workbooks and worksheets

Topic A: Viewing large worksheets

Topic B: Printing large worksheets

Topic C: Working with multiple worksheets

Topic D: Linking worksheets with 3-D formulas

Topic E: Using multiple workbooks

Topic F: Linking workbooks

Unit 2: Advanced formatting

Topic A: Using special number formats

Topic B: Working with themes

Topic C: Other advanced formatting

Unit 3: Outlining and subtotals

Topic A: Outlining and consolidating data

Topic B: Creating subtotals

Unit 4: Cell and range names

Topic A: Creating and using names

Topic B: Managing names

Unit 5: Data structure and tables

Topic A: Sorting and filtering data



Topic B: Working with tables

Unit 6: Web and sharing features

Topic A: Saving workbooks as Web pages

Topic B: Using hyperlinks

Unit 7: Documenting and auditing

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

Unit 8: Application settings and templates

Topic A: Application settings

Topic B: Working with templates



Microsoft Excel 2013/2016 Level III – Course Content

Duration:

One day

Description:

In this Instructor-led Training course, students will further build on the skills acquired in the Microsoft Excel 2013/2016 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros

Table of Contents:

Unit 1: Advanced functions and formulas

Topic A: Logical functions

Topic B: Conditional functions

Topic C: Financial functions

Topic D: Text functions

Topic E: Date and time functions

Topic F: Array formulas

Topic G: Calculation options

Unit 2: Lookups and data tables

Topic A: Using lookup functions

Topic B: Creating data tables

Unit 3: Advanced data management

Topic A: Validating cell entries

Topic B: Advanced filterin

Unit 4: Advanced charting

Topic A: Chart formatting options

Topic B: Combination charts

Topic C: Graphical objects

Unit 5: PivotTables and PivotCharts

Topic A: Working with PivotTables



Topic B: Modifying PivotTable data
Topic C: Formatting PivotTables
Topic D: Using PivotCharts
Topic E: PowerPivot

Unit 6: Exporting and importing data
Topic A: Exporting and importing text files

Unit 7: Analytical tools
Topic A: Goal Seek
Topic B: Scenarios
Topic C: Instant data analysis

Unit 8: Macros and Visual Basic
Topic A: Running and recording a macro



Microsoft Excel 2013/2016 Advanced – Analyzing Data – Course Content

Duration:

One day

Description:

This Instructor-led Training course covers the basic skills and concepts students need to use Microsoft Excel 2013/2016 productively and efficiently. After taking Excel Level I - III, students will learn how to analyze data with advanced Excel formulas and learn how to take advantage of Excel's built-in tools for summarizing data. They will also learn how to work with larger workbooks and "clean up" data downloaded from other sources.

Table of Contents

Lesson 1: Calculate with advanced functions

- Vlookup (exact match)
- Vlookup (approximate match)
- Hlookup (exact match)
- Hlookup (approximate match)
- IF
- OR
- NOT
- AND
- SumIf
- Min
- Max
- Proper
- Concatenate
- Average
- AverageIf
- Count
- CountA
- CountIf

Lesson 2: Organize worksheet and table data using various tools

- Conditional formatting
- Grouping and outlining
- Using the subtotals tool
- Advanced sorting techniques
- Using the filter tool
- Using formulas with custom filters

Lesson 3: Working with 3 dimensional formulas (formulas that calculate values across worksheets).

Lesson 4: Analyze data using PivotTables, Pivot Charts, Slicers and Sparklines.

Lesson 5: Charting and Graphing
Creating a pie chart



Creating a column chart
Manipulating chart data
Troubleshooting