

DURATION: 1 day**CODE:** SOL\EX\AD13**COURSE OBJECTIVE**

By the end of this course, participants are able to:

- Import data from external sources.
- Create and work with templates.
- Create and work with styles.
- Forecast using Goal Seek.
- Use Scenario Manager to find the best decision.
- Use Data Tables to calculate and compare the outcome of different inputs of a formula.
- Use Scenarios to perform What-IF Analysis.
- Use Excel security features and proofing tools.
- Customize Excel environment.
- Send and route workbooks.
- Use Consolidate feature to combine values from several worksheets

WHO SHOULD ATTEND

- Existing users of MS Excel who want to gain further in-depth knowledge.

PRE-REQUISITES

- A working knowledge of PCs and Windows XP/7/8, gained from the workplace or by prior attendance on a "Microsoft Windows XP/7/8 Foundation" course.
- A good working knowledge of Excel, gained from the workplace or by prior attendance on a "Microsoft Excel 2013 Intermediate" course.

Microsoft Excel 2013 Advanced

INTRODUCTION

This course is designed to give users an understanding of some of the more advanced features and functions within Excel. Users will learn how to import data, create templates, use Excel's What IF analysis data, security and protection data, sending workbook and use data validation.

COURSE OUTLINE**Importing Data**

- Importing Data from Access
- Importing Text Files
- Importing Data From Other Sources
- Importing Data From External Sources
- Refreshing Data

PDF File Format

- Save PDF File Format
- Publish a PDF File Format

Analyzing Data

- Using Goal Seek
- Using Data Tables
- Using Scenario Manager

Security and Protection

- Overview of Security and Protection
- Lock Cell in a Worksheet
- Password Protect Worksheet or Workbook Element
- Change or Remove Worksheet or Workbook Element Protection
- Protect Your Workbook with Password

Prepare the Document

- File Excel Properties
- Compatibility Checker
- Using Mark as Final

Sharing and Consolidation

- Share Workbooks
- Track Changes in a Shared Workbook
- Using a Consolidation

Data Validation

- Overview of Data Validation
- Handling a Data Validation Alert
- Adding Other Types of Data Validation