

**DURATION** : 1 day**CODE** : SOL\EX\IT13**COURSE OBJECTIVE**

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

- Use styles.
- Use conditional formatting.
- Use the Format Painter.
- Create data series.
- Use some of Excel's built-in functions.
- Correct formulas.
- Create and edit a database.
- Sort a database.
- Filter a database.
- Create and format charts.
- Create and format drawing objects.
- Exchange data between Excel and other applications.
- Create hyperlinks.

**WHO SHOULD ATTEND**

- Users with a basic understanding of MS Excel 2013 who want to consolidate and expand on their knowledge of the basic features.

**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.
- Some experience of creating basic spreadsheets, gained from the workplace or by prior attendance on a "Microsoft Excel 2013 Foundation" course.

## Microsoft Excel 2013 Intermediate

**INTRODUCTION**

This course is designed to advance users' knowledge of the features and functions within Excel. The course is entirely "hands on", so those attending will get practice in creating and modifying actual spreadsheet, using formulas and functions, enhancing worksheet with charts, pictures, and drawing objects, and use Excel features to create and analyze spreadsheet database. Users will also learn how to exchange data between Excel and other applications, manage links between them, and create hyperlinks.

**COURSE OUTLINE****Viewing Worksheets**

- Customizing View Options
- Displaying and Customizing Toolbars
- Using Table Style
- Freezing Panes
- Using Shortcuts

**More Formatting Techniques**

- Using Styles
- Conditional Formatting
- Using the Format Painter
- Using Gridlines

**More Formulas and Functions**

- Using the Insert Function Wizard
- Create a Formula
- Correcting Formulas
- Using the Formula Auditing Toolbar
- Using the Watch Window

**Drawing and Picture Objects**

- Working with Shapes
- Using Text Boxes
- Insert Picture

**Database and List Management**

- Overview of Excel Tables
- Create and delete an Excel Table
- Format and Remove Tables
- Sorting a Database
- Using AutoFilters
- Advanced Filters

**Charts**

- Creating a Chart
- Changing Chart Display
- Editing Charts
- Formatting the Chart

**Excel 2013 and Other Applications**

- Converting Files from Other Applications
- Copying Data from another Application
- Hyperlinks
- Managing Links