



Intermediate/Advanced Data Management Microsoft Excel 2013

One-Day Course

Windows

Course Overview:

This course is a continuation from the Excel Introduction course. This course will increase your productivity and show you how to manage lists of data in Excel.

Course Content:

Create a Well Designed Worksheet

- Learn how to customize the Quick Access Toolbar.
- Create a worksheet that includes formulas and basic functions.
- Apply cell styles to help you create a unified design within your workbook.
- Working with multiple sheets in a workbook.
- Setting up a page for printing.

List Management

- Set up an efficient database or list using key words or categories that will help you analyze your data in Excel.
- Add records directly on the worksheet or use the Data Form.
- Identify trends in your data using the improved conditional formatting features.
- Analyze your data more efficiently using the improved sorting command.
- Create a custom sort order list and use it.
- Quickly filter your data.
- Use the Subtotal command.
- Create an automatic Outline to see only the subtotal and grand totals.
- Quickly remove duplicate records.
- Use the many features associated with Table Format command.

Charts

- Learn how to quickly create a chart from your data.

Introduction to Pivot Tables

- Learn how to quickly create a pivot table to summarize, organize, analyze and compare large amounts of data.
- Add slicers to quickly analyze your data.
- Use the new Recommended Pivot Table command to quickly create a meaningful Pivot Table.
- Create the new Timeline for your Pivot Table..