



Microsoft® Office Excel® 2013: Part 2 (Second Edition)

Course Specifications

Course Number:

091052

Course Length:

1 day

Course Description

Overview:

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the *Microsoft® Office Excel® 2013: Part 1 (Second Edition)* course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence.

The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2013 Exam and the Excel 2013 Expert Exam.

Course Objectives:

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

- Customize the Excel environment.
- Create advanced formulas.
- Analyze data by using functions and conditional formatting.
- Organize and analyze datasets and tables.
- Visualize data by using basic charts.
- Analyze data by using PivotTables, slicers, and PivotCharts.

Target Student:

This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisites:

To ensure success, students should have completed Logical Operations' *Microsoft® Office Excel® 2013: Part 1 (Second Edition)* or have the equivalent knowledge and experience.

Course-specific Technical Requirements

Hardware

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster x86- or x64-bit processor with SSE2 instruction set
- 2 GB RAM
- 3 GB available hard disk space
- DirectX10 graphics card and a 1,024 x 576 or higher resolution monitor (1,024 x 768 resolution or higher monitor recommended)
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software

- Microsoft® Office Excel® Professional Plus 2013
- Microsoft Office 2013 Service Pack 1 or latest update (32-bit update or 64-bit update depending on your system)
- Microsoft® Windows® 8 or 8.1 Professional
- Latest Microsoft Windows 8 or 8.1 Service Pack (if available)
- Microsoft Internet Explorer 8, 9, 10, or 11; Mozilla Firefox 10.x or later, or Google Chrome 17.x
- .NET Framework version 3.5, 4.0, or 4.5
- Microsoft® Silverlight® 5.0 plug-in
- If necessary, software for viewing the course slides (instructor machine only)

Course Content

Lesson 1: Customizing the Excel Environment

Topic A: Configure Excel Options

Topic B: Customize the Ribbon and the Quick Access Toolbar

Topic C: Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas

Topic A: Use Range Names in Formulas

Topic B: Use Specialized Functions

Topic C: Use Array Formulas

Lesson 3: Analyzing Data with Functions and Conditional Formatting

Topic A: Analyze Data by Using Text and Logical Functions

Topic B: Apply Advanced Conditional Formatting

Lesson 4: Organizing and Analyzing Datasets and Tables

Topic A: Create and Modify Tables

Topic B: Sort Data

Topic C: Filter Data

Topic D: Use SUBTOTAL and Database Functions

Lesson 5: Visualizing Data with Basic Charts

Topic A: Create Charts

Topic B: Modify and Format Charts

Lesson 6: Analyzing Data with PivotTables, Slicers, and PivotCharts

Topic A: Create a PivotTable

Topic B: Analyze PivotTable Data

Topic C: Present Data with PivotCharts

Topic D: Filter Data by Using Slicers

Appendix A: Microsoft Office Excel 2013 Exam 77-420

Appendix B: Microsoft Office Excel 2013 Expert Exams 77-427 and 77-428

Appendix C: Financial Functions

Appendix D: Date and Time Functions

Appendix E: Working with Graphical Objects