York Technical College
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CORPORATE AND CONTINUING EDUCATION

Excel 2013 Level 2

Course length: 1 day

Description:

Upon successful completion of this course, you will be able to leverage the power of data analysis to make informed, intelligent decisions. You will gain tools and skills to customize and format data for more powerful presentations. During the class, you will engage in various types of activities to practice the guidelines and procedures and to increase your proficiency.

You will learn how to:

- Customize the Excel environment
- Create advanced formulas
- Analyze data by using functions and conditional formatting
- Visualize data by using basic charts
- Analyze data by using Pivot Tables, slicers, and Pivot Charts

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