Microsoft Excel 2013 Training Course - Intermediate

Pivot Tables and more is only the beginning to this course. You will use Excel as a database being able to sort filter add generally work miracles with Data.

The large part of this course is dealing with Excel database functionality. The functions you will learn will be related to this allowing you to cross reference data and re-organise your data.

Using Microsoft Excel 2013 Formulas

- IF Function
- Named Ranges
- VLookup Function

Conditional Formatting

- Creating the condition
- Data Bars
- Using Icons

Tables in Excel 2013

- Creating a Table
- Formatting a Table
- Sorting & Filtering
- Using Table Functions in Excel 2013

Using Charts in Excel 2013

- Creating a Chart
- Modifying Charts in Excel 2013
- Formatting Charts in Excel
- Customizing Excel 2013 charts

Pivot Tables

- Creating Pivot Tables
- Re-Organizing your Pivot Table
- Filtering Pivot Tables
- Using Slicers with Pivot Tables
- Pivot Charts

Incorporating Graphics in Excel 2013

- Inserting Images from the Web
- Creating a Flowchart
- Using Smart Art graphics
- Grouping and Layering Graphics Objects
Templates in Excel 2013

- Using a Template
- Creating a Template
- Editing a Template