Ref : EB31-315

Excel 2013

Advanced techniques

Aim

You master the essential commands and wish to evolve towards more advanced techniques.
This training programme will make it possible for you to discover or improve your knowledge on formula, tools for calculations, pivot tables, sharing workbooks…

Target audience	Level required	Estimated time **to complete the essential modules**
Users who have mastered the essential commands and wish to move towards more advanced techniques.	The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.	08h 50min

Course content

‣ **The essential modules**

Excel 2013 – Level 2: Intermediate skills

MEDIAplus eLearning	This module offers interactive training consisting of 53 training videos, 53 exercises and 5 additional resources.

Move on to more complex tables
- Displaying several lines of data in one cell
- Absolute reference in a formula
- Copying values, copying with a link, transposing
- You need to know: Calculating with functions
- Control date, date formats
- Simple conditions
- Custom formats
- Applying a conditional format
- Managing conditional formats
- Naming a range of cells
- Validation rules
- Multiple cell ranges and calculations in functions

Let charts explain your data
- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Selecting items in a chart
- Adding and removing items
- Formatting chart items
- Modifying a chart's text items
- Legend and plot area
- Printing and page layout of a chart

Create striking charts
- Modifying data labels

- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates
- Creating a sparkline
- Managing sparklines

Illustrate your data
- Creating a drawing object
- Selecting and deleting objects
- Copying and moving objects
- Resizing a drawing object
- Modifying a text box
- Modifying a drawing
- Formatting drawing objects
- Inserting a picture
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

Database functionality with an Excel table
- Subtotal rows
- Creating and managing a table
- Presenting and sorting data in a table
- Automatic calculations in a table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: Advanced filtering with a criteria range
- Criteria ranges
- Copying rows filtered using a criteria range
- Statistics with a criteria range
- You need to know: Flash Fill

See your data from a different angle: pivot tables and charts
- You need to know: Pivot tables and pivot charts
- Creating a pivot table
- Modifying a pivot table
- Selecting, copying, moving or deleting in a pivot table
- Defining the layout and the presentation of a pivot table
- Filtering and searching for data in a pivot table
- Pivot charts

Excel 2013 – Level 3: Advanced skills

MEDIAplus eLearning

This module offers interactive training consisting of 42 training videos, 42 exercises and 6 additional resources.

Grasped the basics? Take the next step
- Converting data
- Creating a data series
- Custom views
- Attaching a comment to a cell
- Detecting errors
- Evaluating formulas
- The Watch Window

Find the right function for your calculation
- Lookup functions
- Text functions

- Time calculations
- Date calculations
- Condition with AND, OR, NOT
- Nested conditions
- Conditional functions
- Array formulas
- Calculating with copied values
- Consolidation
- Financial functions
- Double entry data table

Learn some new functionality
- Goal seek
- The Solver
- Managing scenarios
- Hyperlinks
- Creating and customising a theme
- You need to know: Styles and templates
- Creating and working with templates
- Modifying and deleting templates
- You need to know: Exporting data
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files
- Importing data
- Updating and managing imported data
- Workbook properties

Share and collaborate effectively
- Protecting workbooks
- Protecting specific cells
- Sharing a workbook
- Tracking changes in a workbook
- Merging workbooks
- Finalising a workbook
- Digital signatures
- Creating a form
- Protecting and using a form

Find out more…
- Macros
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Sharing a document over the internet
- You need to know: Best practice with a spreadsheet application

‣ Complementary material

Excel 2013 – Reference book

Online book	This module includes digital course material.

Excel 2013 – Level 1: Essential skills

MEDIAplus	This module offers interactive training consisting of 45 training videos, 45 exercises and 6 additional resources.

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