Advanced Microsoft® Excel® Techniques 2013

OVERVIEW

You may use Excel daily, or maybe only casually, but one thing's for sure—you've probably wished you knew more about this dynamic program. You'll learn ways to make your job easier and increase the sophistication of your data reporting and analyzing.

Each session focuses on time-saving techniques and advanced how-to's, exploring those previously "programmer only" features and more. Along with this practical and usable training, you'll learn how to integrate your work within the Office "family" for even greater results.

If you've ever been frustrated using Excel because you knew there had to be a better way of accomplishing your tasks, you'll soon be on your way to getting more done— and more efficiently—with this power-boosting training.

LEARNING OBJECTIVES

- Discover time-saving techniques that'll allow you to get your work done faster
- Understand how to use the Analysis ToolPak to make complex data analysis a snap

- Practice creating a PivotTable report to analyze volumes of data, generate summary views, see comparisons and reveal patterns in your data
- Discover a quick way to learn VBA syntax and add power to your spreadsheets

COURSE HIGHLIGHTS

Time-saving techniques

- How to format large blocks of cells quickly and efficiently with the power of Format Painter
- Make your titles and headings stand out by using the Merge and Center formatting feature
- How to fill out an entire column of data using the new Flash Fill tool
- Why and how to create relationships between tables
- How to quickly create custom AutoFilters to view your data the way you want to and how to take advantage of the search filter
- Simple techniques to connect to a variety of data sources, such as SQL Server®, Windows Azure® Marketplace and others and import data into Excel

Designing forms and formatting

- Using templates to create your worksheet can have you finished and on to the next project in a fraction of the time

- How to use Excel to quickly create professional-looking forms in minutes (not hours!)
- How to implement conditional formatting, take advantage of icon sets, utilize improved data labels and other formatting tips and techniques for making your data stand out
- How to create stunning 3-D effects with your cells and implement artistic effects on images in your worksheets
- How to add control items to your worksheets, including combo boxes, list boxes, option buttons and many others

Data analysis and formulas

- How to take advantage of the Quick Analysis tool to get instant data analysis
- Using the Goal Seek function to help determine how to get your desired result
- How to utilize the new functions added to Excel
- How slicers can now also filter data in Excel tables, query tables and other data tables in addition to PivotTables
- How to use the Scenario tool to do a what-if analysis

Advanced charting and graphing functions

- How to quickly create a basic chart with a single keystroke
- Use pictures to create exciting charts that are even more descriptive than typical line and bar charts

COURSE OVERVIEW

- How to insert a Sparkline into a cell to instantly reveal patterns in your data
- The best way to visualize your data in a chart by using Recommended Charts
- The changes to the Chart ribbon and how to create a combo chart

Getting the most out of PivotTable and PivotChart reports

- The ins and outs of Excel PivotTable and PivotChart reports, including how to create a stand-alone PivotChart
- Use the new Recommended PivotTables feature to have Excel recommend different ways to summarize your data
- Create PivotTables based on multiple tables
- How to quickly drill down, drill up and cross drill in your PivotTable without having to go back to your source data to identify specific information
- How to change your PivotTable field settings to a variety of options such as average, minimum, maximum or even custom settings

Maximizing the power of Excel with VBA and macros

- A simple tool for learning VBA syntax, including how to reference specific cells, a range of cells, worksheets and more
- View and modify modules, forms and other worksheet code using the Project Explorer and Visual Basic® Editor
- How to use loops to repeat commands multiple times
- How to write conditional If/Then statements in your code that can be used to execute other functions, control program flow, allow user input and perform many other functions
- How to create and use your own custom functions

Excel and the Internet

- How to get continuously updated data from a Web site into a worksheet
- Creating a macro that will update a chart published to a Web page at regular intervals
- How to embed worksheet data in a Web page
- Save time with the Excel Web Data add-in feature by using Web page data as a data source in your spreadsheet
- How to utilize the new features of Excel to share files and work with other people

Validating and securing your data

- How to lock values and formulas in your Excel worksheets
- Track down mistakes in your worksheet using the Formula Auditing tools
- How to use the Trust Center settings to manage Excel security
- How to share your Excel workbook and not worry about someone making changes that'll ruin your work
- How to use Data Validation to make sure the data going into any cell meets the criteria you've specified

TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)