

## COURSE OVERVIEW

# Getting the Most From Microsoft® Excel® 2013

## OVERVIEW

Do you ever find yourself searching through an Excel manual ... wishing you had an Excel expert to ask ... or even giving up in frustration and “working around” features you know Excel is capable of because you don’t know how to use them?

This workshop will show you how to end your Excel frustrations for good by providing the how-to’s for breezing through spreadsheets, forecasts, graphs and financial reporting, plus little-known shortcuts and time-saving techniques. Work smarter, not harder.

## LEARNING OBJECTIVES

- Discover how to customize the ribbon to increase your productivity and even create new tabs and hide the ones you never use
- Identify the many tools that can help you with your data, reports, graphs, and formulas—making the most of Excel’s many talents
- Troubleshoot how to solve print problems and get your information to look the way you want it to
- Discuss simple ways to make spreadsheets and figures into colorful, clear and precise presentations

## COURSE HIGHLIGHTS

### Getting started—Excel essentials

- What you need to know about the Excel interface including working with the ribbon
- How to customize the ribbon to increase your productivity and even create new tabs and hide the ones you never use
- What you need to know about the changes in the new Backstage view
- Workbook and worksheet essentials—how to create, manage, save and rename workbooks and worksheets
- How to increase your productivity with special keyboard shortcuts and mouse techniques
- How to make sense out of the huge number of file types when it comes to saving your work
- How to get started quickly with one of the many templates Excel has to offer
- Uncover all the different Options settings and find out which ones you may want to change depending on how you use Excel
- How to manage multiple versions of your workbooks

### Formatting and styles—getting the look you want

- How to modify the format of numerical data in your worksheets
- How to format large blocks of cells quickly and efficiently with the power of Format Painter

- How to use the Themes option to quickly change the overall appearance of your worksheet
- 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
- Quick cell formatting from predefined styles
- How to easily select a range of cells and convert it into a great-looking table that stands out on your worksheet
- Secrets of the Merge and Center button and how to use it to create professional-looking headings
- How to use the Format option to modify cell sizes and visibility and organize and protect your worksheets

### Formulas and functions—the real power of Excel

- Mastering the mysteries of relative and absolute cell references—must-know information for working with formulas
- Uncover the other functions that can be accessed from the AutoSum button
- Discover the Function Library and how to add functions to your formulas and make sure you’re using the correct syntax
- How to use the Insert Function dialog box and quickly get help on how the selected function works
- How to use the Name Manager to name a data range and use it in your formulas to save time and effort

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- How to use the Error Checking feature to check for common errors in formulas
- How to use the Watch Window to watch the values of selected cells as you change values on your worksheet
- How to use the Evaluate Formula dialog box to evaluate each part of your complex formulas individually to locate and correct any errors
- How to take advantage of the Quick Analysis tool to get instant data analysis

### Objects, charts and Sparklines

- How to quickly insert objects such as pictures, clip art, shapes and more with just a few clicks of the mouse
- How to insert complex mathematical equations and symbols into your worksheets
- How to use the new Screenshot feature to quickly insert a screenshot of any open application
- How to quickly select your data and insert a chart into your worksheet
- The best way to visualize your data in a chart by using the Recommended Charts feature
- How to use the Chart tools to create stunning charts that have that professional look
- The changes to the Chart ribbon and how to create a combo chart
- Stock, Surface, Doughnut, Bubble and Radar—how using advanced chart types can capture your audience's attention
- How to insert a Sparkline in a cell for a visual representation of your data

### Managing your data—connections, sorting, filtering and data tools

- How to connect to a variety of data sources, such as SQL Server®, Windows Azure® Marketplace and others, and import data into Excel
- How to use the Sort feature to sort on not only values of cells but the color of the cells, color of the cell font and more
- How to prevent bad data from being entered by using the Data Validation feature
- How to automatically add subtotals to several rows of related data with just a couple of mouse clicks
- Using the powerful filter features of Excel to view only the data you have need of
- How to insert a Slicer to interactively filter data
- How to easily separate the contents of one cell into multiple columns such as first and last names
- How to take advantage of the new Flash Fill tool to quickly fill out an entire column of data
- How to create Custom Lists for use in sorts and fill sequences

### Reviewing, sharing and printing

- How to add comments to a worksheet
- Keeping track of the changes made to a spreadsheet by others so you can decide which to keep and which to discard
- How to protect a workbook so that only those you choose can open it
- The steps you'll need to take in order to share your workbook with others, including how to use the OneDrive® for Business feature

- How to quickly check for issues such as compatibility with previous versions before you share your workbook
- How to create a range of cells that other users can edit while the rest of the worksheet is locked
- How to save time by creating a Custom view to select a print area you need to print on a regular basis
- How to use the Print Titles feature to specify rows and columns to repeat on each printed page
- How to use the Browser View Options feature to pick what users can see when the workbook is viewed on the Web

## 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)