MICROSOFT EXCEL 2013 ADVANCED MAC

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COURSE LENGTH: 1.0 DAYS

If you use Excel 2013 everyday, then having advanced skills in the program will make you more valuable and give you the confidence required to take on more advanced tasks and projects.

The PD Training Microsoft Excel 2013 Advanced Training Course provides you with comprehensive training in the advanced features of Excel 2013, including creating and running Macros, Flash Fill, auditing, formulas and functions, data management, customisation, grouping and transporting data and solving errors.

This hands-on training workshop is available now throughout New Zealand, including Auckland, Wellington or Christchurch and also via instructor-led online training.

Contact us today for a group quote.

MICROSOFT EXCEL 2013 ADVANCED MAC COURSE OUTLINE

FOREWORD

Excel 2013 Advanced Training Course is designed to provide a comprehensive understanding of the advanced features of Excel 2013, and how to use them correctly to fulfill various tasks. During the course, participants learn to email a workbook, insert PivotCharts, create timelines, customise the Quick Access toolbar, re-set interface changes, use slicers and more.

OUTCOMES

This extensive advanced training course in Excel 2013 helps develop basic skills and understanding of the application. After this course, participants will have gained expertise in using Excel 2013.

After completing this course, participants will have learned to:

- Insert SmartArt
- Insert equations, shapes, pictures, text boxes
- Create sparklines
- Insert PivotTables and PivotCharts
- Use slicers
- Create timelines
- Share your workbook on SkyDrive
- Change Ribbon display options
- Customise the Quick Access toolbar
- Create Custom Ribbon tabs
- Reset interface changes
- Use cell styles
- Format data as a table
- Add a background
- Print and email a workbook

MODULES

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote