

MS Excel 2013 Level 2

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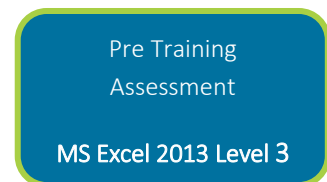
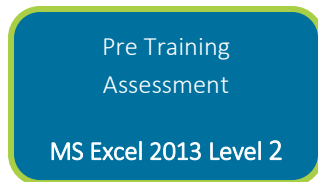
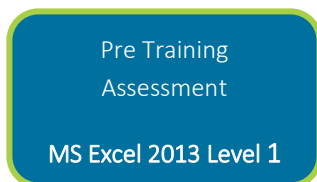
Accelerating quality skills towards an information savvy society

A. Course Outlines



1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level they need to book for.



2. MS Excel 2013 Level 2

Course description

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2013: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of



organizational intelligence. The ability to analyse massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2013 Exam and the Excel 2013 Expert Exam

Course duration

This course is scheduled for two (2) days from 9:00 till 16:00.

The course duration is an estimate and could vary according to levels of experience of the group.

Course pre-requisites

To ensure success, students should have completed Logical Operations' Microsoft® Office Excel® 2013: Part 1 or have the equivalent knowledge and experience.

Documentation

The following documentation is included with the course

- Microsoft Excel 2013 Level 2 user guide
- Certificate of attendance

Course Objectives

Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

You will:

- Work with Functions
- Work with Lists
- Analyse Data
- Visualize Data with Charts.
- Create advanced formulas.
- Analyse Data with PivotTables and Pivot Charts

Who should attend?

This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.

Topics covered

Lesson 1: Working with Functions

- Topic A: Work with Ranges
- Topic B: Use Specialized Functions
- Topic C: Work with Logical Functions
- Topic D: Work with Date & Time Functions
- Topic E: Work with Text Functions

Lesson 2: Working With Lists

- Topic A: Sort Data
- Topic B: Filter Data
- Topic C: Query Data with Database Functions



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- Topic D: Outline and Subtotal Data

Lesson 3: Analyzing Data

- Topic A: Create and Modify Tables
- Topic B: Apply Intermediate Conditional Formatting
- Topic C: Apply Advanced Conditional Formatting

Lesson 4: Visualizing Data with Charts

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Use Advanced Chart Features

Lesson 5: Analyzing Data with PivotTables and Pivot Charts

- Topic A: Create a PivotTable
- Topic B: Analyze PivotTable Data
- Topic C: Present Data with Pivot Charts
- Topic D: Filter Data by Using Timelines and Slicers

Appendix A: Microsoft Office Excel 2013 Exam 77-TBD

Appendix B: Microsoft Office Excel 2013 Expert Exams 77-TBD and 77-TBD

Appendix C: Financial Functions

Appendix D: Working with Graphical Objects

Appendix E: Using Array Formulas



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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