

Course Objective

You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Audience

This course was designed for students desiring to gain the skills necessary to create macros, audit and analyze worksheet data, incorporate multiple data sources, and import and export data

At Course Completion

Upon successful completion of this course, students will be able to:

- Automating Worksheet Functionality.
- Auditing worksheets.
- Analyzing and Presenting Data.
- analyze data.
- Working with multiple workbooks.
- Exporting Excel Data.

Prerequisites

To ensure your success, we recommend that you first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Excel® 2013: Level 1
- Microsoft® Office Excel® 2013: Level 2

Course Outline

Lesson 1: Automating worksheet Functionality

- Update Workbook Properties
- Create and Edit a Macro
- Apply Conditional Formatting
 - Add Data Validation Criteria

Lesson 2: Auditing Worksheets

- Trace Cells
- Troubleshoot invalid Data and Formula Errors
- Watch and Evaluate Formulas
- Create a Data List Outline

Lesson 3: Analyzing and Presenting Data

- Create Sparklines
- Create Scenarios
- Perform a What-if Analysis
- Perform a statistical Analysis with the Analysis Tool Pak
- Create Interactive data with Power View
- The power view add-in
- How to create a Power view Report
- Creating a Power View worksheet

Lesson 4: Working with Multiple Workbooks

- Consolidate Data
- Link cells in different workbooks
- Merge workbooks

Lesson 5: Exporting Excel Data

- Export Excel Data
- Import a Delimited text file
- Integrate Excel Data with the Web
- Create a Web Query