Excel 2013: Advanced

Duration**:** One day
Course Number: AX1426036868

Description:

In this ILT Series course, students will further build on the skills acquired in the Microsoft Excel 2013 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

This course will help students prepare for the Microsoft Office Specialist core-level exam for Excel 2013 (exam 77-420) and the Microsoft Office Specialist Expert exam for Excel 2013 (exam 77-421). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Excel 2013. We also provide an online test preparation application for this course. Click the Test Prep/Assessment link on Axzo's home page to find a list of the applications.

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Unit 3: Advanced data management
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Unit 4: Advanced charting

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Unit 5: PivotTables and PivotCharts
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Unit 8: Macros and Visual Basic
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Unit 9: Accessibility and language features
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