

# Excel 2013: Intermediate

Duration: One day

Course Number: AX1426036833

## Description:

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

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.

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### **Unit 1: Managing workbooks and worksheets**

Topic A: Viewing large worksheets

Topic B: Printing large worksheets

Topic C: Working with multiple worksheets

Topic D: Linking worksheets with 3-D formulas

Topic E: Using multiple workbooks

Topic F: Linking workbooks

### **Unit 2: Advanced formatting**

Topic A: Using special number formats

Topic B: Working with themes

Topic C: Other advanced formatting

### **Unit 3: Outlining and subtotals**

Topic A: Outlining and consolidating data

Topic B: Creating subtotals

### **Unit 4: Cell and range names**

Topic A: Creating and using names

Topic B: Managing names

### **Unit 5: Data structure and tables**

Topic A: Sorting and filtering data

Topic B: Working with tables

**Unit 6: Web and sharing features**

Topic A: Saving workbooks as Web pages

Topic B: Using hyperlinks

**Unit 7: Documenting and auditing**

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

**Unit 8: Application settings and templates**

Topic A: Application settings

Topic B: Working with templates