

## Microsoft® Office Excel 2013: Level 3

**Tuesday, October 23, 2018**

11:00am CST  
Online Webinar

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### Microsoft® Office Excel 2013: Level 3

#### Training Course Content

**Course Objectives:** Students will automate Excel tasks with macros, use advanced analysis tools with more complex data sets, collaborate on worksheets in a team environment, and share Excel data with other applications.

**Prerequisites:** To ensure your success, we recommend that you have experience with performing complex calculations, intermediate level functions, charting, and data filtering. Students can obtain this level of skill through our Level 1 and 2 courses. Contact us to discuss if this level is right for you.

**What's New in 2013:** View multiple Excel workbooks in separate windows side by side when comparing data or to link workbooks easily without the need for workspaces.

#### Lesson 1: Streamlining Workflow

- Topic 1A: Create a Macro
- Topic 1B: Edit a Macro
- Topic 1C: Combine Macros
- Topic 1D: Intro to VBA Code
- Topic 1E: Options to Run a Macro

#### Lesson 2: Collaborating with Others

- Topic 2A: Protect Data in a Workbook
- Topic 2B: Restrict Document Access
- Topic 2C: Share a Workbook
- Topic 2D: Track Changes: Set and Review
- Topic 2E: Merge Workbook

#### Lesson 3: Auditing Worksheets

- Topic 3A: Trace Cells
- Topic 3B: Troubleshoot Errors in Formulas
- Topic 3C: Formulas and Error Options
- Topic 3D: Watch Window
- Topic 3E: Remove Duplicates

#### Lesson 4: Analysis Tools and Add-Ins

- Topic 4A: Conditional Formatting
- Topic 4B: Create Sparklines
- Topic 4C: Perform What-If Analysis
- Topic 4D: Solver Add-In
- Topic 4E: Power View Add-In

#### Lesson 5: Managing Data

- Topic 5A: Create a Data List Outline
- Topic 5B: Consolidate Data
- Topic 5C: Data Validation
- Topic 5D: Convert Text to Columns
- Topic 5E: Link Cells in Different Workbooks

#### Lesson 6: Importing and Exporting Data

- Topic 6A: Import a Text or CSV File
- Topic 6B: Import Data from the Web
- Topic 6C: Export Excel Data
- Topic 6D: Publish a Worksheet to the Web
- Topic 6E: User Created Templates

#### Presenter:



#### Eric Sham

Eric Sham has been a trainer his entire career. Beginning in Hospitality, he was highly recognized for creating unique guest experiences and spent many years travelling and opening new restaurants.

He held positions with Operations, Food & Beverage, and Training & Development.

His next opportunity was entrepreneurial and adjusted his focus on Sales & Marketing. This led to Employee Development roles where he worked closely with customer service, client relations, and both inbound/outbound sales organizations. He developed scripting and marketing materials for both internal and external customers.

In the early 2000's, Sham entered the Technical world, quickly transitioning from sales to Corporate Sales Trainer. This took him into a more traditional classroom setting, where he became an internationally recognized software and soft skills trainer,

He currently enjoys the widespread opportunity of sharing his talents and expertise as a Trainer, Facilitator and Corporate Speaker. His hands-on, highly participative and entertaining style makes him a favorite of both corporate and individual clients.

Sham's original short-subject soft skills series includes the program titles **"Semantics & Political Correctness"**, **"At Your Service"**, **"Email Etiquette 101"**, **"Harassment Blues"**, and his Train-the-Trainer **"Imagination Presentations – Connecting with Your Students"**.

#### Questions? Contact:

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