

Microsoft® Office Excel 2013: Level 2

Tuesday, September 25, 2018

11:00am CST
Online Webinar

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Microsoft® Office Excel 2013: Level 2

Training Course Content

Course Objective: Students will learn to sort and filter data, perform complex calculations and functions, and analyze data using PivotTables and charts.

Prerequisites: To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing spreadsheets in Excel. Knowledge of formulas and functions is also necessary (SUM, MIN, MAX, AVERAGE, IF, and applying absolute referencing). Students can obtain this level of skill through our Level 1 course.

Contact us to discuss if this level is right for you.

What's New in 2013: New and improved Quick Analysis tools now make it easier than ever to utilize the exciting new features. Excel is now capable of making recommendations for charting options based on your data. In addition, you can see a live preview of a variety of chart types from your data. Charts are now more interactive and easier to use, so that the user can filter, categorize, and click to view specific data. PivotTable options are also enhanced, including a new feature to view by timeline.

Lesson 1: Calculating Data with Advanced Formulas/ Functions

- Topic 1A: Calculate Data Across Worksheets
- Topic 1B: Mixed and Absolute Referencing
- Topic 1C: Use Nested Functions
- Topic 1D: Conditional Logic Functions

Lesson 2: Organizing Worksheet and Data into Excel's New Table Feature

- Topic 2A: Create and Modify Tables
- Topic 2B: Format Tables
- Topic 2C: Sort and Filter Data
- Topic 2D: Calculate Data Using Table Functions

Lesson 3: Using Lookup Functions

- Topic 3A: Create and Use Named Ranges
- Topic 3B: Manage Named Ranges
- Topic 3C: VLOOKUP
- Topic 3D: HLOOKUP

Lesson 4: Presenting Data Using Charts

- Topic 4A: Create Charts
- Topic 4B: Modify Charts
- Topic 4C: Recommended Charts
- Topic 4D: Incorporate Shapes in Charts
- Topic 4E: Create Trendlines

Lesson 5: Analyzing Data Using PivotTables and PivotCharts

- Topic 5A: Create a PivotTable
- Topic 5B: Filter Data Using Slicers
- Topic 5C: Filter Data Using Timeline
- Topic 5D: Analyze Data Using PivotCharts

Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment

- Topic 6A: Customize the Excel Environment
- Topic 6B: Manage Themes
- Topic 6C: Use Quick Analysis Tools

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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