

Microsoft Office Excel 2013: Part 3

Course Overview

This course provides students with the knowledge and skills to automate common tasks, audit workbooks to avoid errors, share your data with other people, analyze data, and use Excel data in other applications.

Course Introduction

1m

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Lesson 01 - Automating Worksheet Functionality

42m

Topic A: Update Workbook Properties

Workbook Properties

Demo 1-1: Updating Workbook Properties

Demo 1-2: Modifying the Default Settings in Excel

Topic B: Create and Edit a Macro

Macros Icon

Record Macro Dialog Box

Naming Macros

Visual Basic for Applications

Demo 1-3: Creating a Macro

Demo 1-4: Editing a Macro

Topic C: Apply Conditional Formatting

Conditional Formatting

Conditional Formatting Rules Manager

Demo 1-5: Applying Conditional Formatting

Demo 1-6: Editing a Conditional Formatting Rule

Topic D: Add Data Validation Criteria

Data Validation

The Data Validation Dialog Box

Demo 1-7: Adding Data Validation Criteria

Lesson 01 Review

Lesson 02 - Auditing Worksheets

37m

Topic A: Trace Cells

Trace Cells

Tracer Arrows

Demo 2-1: Tracing Cell Precedents and Dependents

Topic B: Troubleshoot Invalid Data and Formula Errors

The Error Checking Command

Data Validation

Demo 2-2: Troubleshooting Invalid Data

Demo 2-3: Troubleshooting Invalid Formulas

Topic C: Watch and Evaluate Formulas

Watch Window

The Evaluate Formula Icon
Demo 2-4: Evaluating a Formula
Topic D: Create a Data List Outline
Outlines
Demo 2-5: Creating a Data List Outline
Demo 2-6: Adding Subtotals to Grouped Data
Lesson 02 Review

Lesson 03 - Analyzing and Presenting Data

1h 2m

Topic A: Create Sparklines
Sparkline
The SPARKLINE TOOLS DESIGN Tab
Demo 3-1: Adding Sparklines to Your Worksheet
Demo 3-2: Editing Sparkline Data
Topic B: Create Scenarios
Scenarios
The Scenario Manager Dialog Box
Demo 3-3: Adding a Scenario
Demo 3-4: Editing Scenario Data
Topic C: Perform a What-If Analysis
Goal Seek Dialog Box
Solver Tool Parameters
Demo 3-5: Using Goal Seek
Demo 3-6: Installing the Solver Tool Add-In
Demo 3-7: Using Solver to Perform a What-If Analysis
Topic D: Perform a Statistical Analysis with the Analysis ToolPak
Analysis ToolPak
Demo 3-8: Performing a Data Analysis with Analysis ToolPak-Descriptive Statistics
Topic E: Create Interactive Data with Power View
A Power View Worksheet
Demo 3-9: Creating a Power View Worksheet
Lesson 03 Review

Lesson 04 - Working With Multiple Workbooks

29m

Topic A: Consolidate Data
Data Consolidation
Demo 4-1: Consolidating Data
Topic B: Link Cells in Different Workbooks
Link Cells in Different Workbooks
Demo 4-2: Linking Cells in Different Workbooks
Demo 4-3: Editing Links
Topic C: Merge Workbooks
The Compare and Merge Workbooks Feature
Demo 4-4: Merging Workbooks
Lesson 04 Review

Lesson 05 - Exporting Excel Data

36m

Topic A: Export Excel Data
Export
Demo 5-1: Exporting Excel Data

Topic B: Import a Delimited Text File
Text Import Wizard
Get External Data Group
Delimited Text Files
Demo 5-2: Importing a Delimited Text File
Topic C: Integrate Excel Data with the Web
File Publish
Publish as a Web Page Dialog Box
Demo 5-3: Publishing a Worksheet to the Web
Demo 5-4: Importing Data from the Web
Topic D: Create a Web Query
Web Queries
The New Web Query Dialog Box
Demo 5-5: Creating a Web Query
Lesson 05 Review
Course Closure

Total Duration: 3h 27m