



Microsoft

Excel 2013

Advanced



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Are you ready to evolve your worksheets to elegant, powerful solutions?

In this 2-day hands-on follow on course you will learn how to achieve more by exploring database tools, consolidating data from different worksheets to generate summary report, validating data entry for data accuracy, leveraging auditing features and gaining insight with what-if features, advanced functions, Pivot Table and Pivot Chart features, and to create macros to automate tasks.

You will also get a peek into the Power View add-in that enables users to customize what fields to view in a huge database available in Excel 2013 Pro Plus version.

Be empowered to use Excel beyond simple data entry and calculations and advance into its fullest potential. Designed with exercises to enforce what is taught to give you better understanding of Excel's ability to greatly reduce your time in scenario planning and data analysing.

This Course is For

Learners who have attended our Microsoft Excel 2013 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Excel 2007/2010.

Public Sector: Division 1, 2 & 3
Private Sector: Applicable to All

Duration

2 Days (14 hours)

2018 Dates

Jan : 08-09 24-25	May : 07-08 24-25	Sep : 06-07 24-25
Feb : 08-09 26-27	Jun : 13-14 26-27	Oct : 03-04 30-31
Mar : 13-14 26-27	Jul : 09-10 30-31	Nov : 12-13 29-30
Apr : 11-12	Aug : 06-07 23-24	Dec : 13-14 26-27

Course Fee (after GST)

\$\$\$353.10

Check the website for up-to-date course details and pricing

Eligible for

✓ SkillsFuture Credit ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0029559**



Refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam with more hands on on Improvised and up-to-date syllabus



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKEAX3** and Course Date. Be sure to inform them that the Training Provider is **Oaks Training**

Supported by:



SkillsConnect SDF Approved Course

Course Outline

Working with Template

- Create a Template
- Create a Workbook from a Template
- Delete a Template

Data Consolidation

- Consolidate Data by Position/Category
- Add a Source Area to a Destination Area
- Change/Delete a Reference List
- Include Links in a Consolidated Table

Working with Database

- Data Forms
- Sorting and Filtering
- Subtotals and Table Feature
- Excel 2013 Power View Add-In

Data Validation

- Set Up Data Validation
- Specify an Input Message and an Error Alert
- Changing The Error Alert Style
- Creating A Data Validation Drop List
- Circle Invalid Data
- Clear Validation Circles

Formula Auditing

- Error Checking
- Evaluate Formula
- Tracing Error
- Removing Trace Arrows
- Tracing Precedent Cells
- Tracing Dependent Cells
- Show/Hide All Formulas

Data Analysis

- Using Goal Seek
- Using Scenario Manager
- Using Sparklines

Working with Macros

- Workflow for Recording a Macro
- Record and Run a Macro
- Edit a Macro
- Add and Remove a Macro Into the Quick Access Toolbar
- Delete a Macro

Advanced Functions

- Covering SUMIF, IF, Nested IF, VLookup, HLookup, OR and AND functions
- How to Enter a Nested Function

Working with Pivottable

- Creating a Pivottable
- Pivottable Structure
- Pivottable Fields Pane
- Building Up the Pivottable
- Removing Field from the Pivottable
- Grouping Fields
- Sorting the Pivottable
- Formatting Number Field
- Refresh the Pivottable
- Including Date Field
- Filtering Data in Pivottable
- Extracting Source Details from a Pivottable
- Multiple Summarize Fields
- Changing the Calculation Method in the Values Area
- Formatting the Pivottable
- Expand, Collapse and Show Details in a Pivottable
- Display Multiple Calculation Subtotals
- Working with Pivotchart

Course Track

