

Course Code: VTLOKEAX3**Duration:** 2 Days (14 Hours)**SkillsConnect SDF** Approved Course
 Eligible for: SkillsFuture Credit
 SDF Grant ■ PIC Scheme


Course Brief

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.

Course Outline

WORKING WITH TEMPLATES

- 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

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

Course Fee

S\$330.00 before GST
 S\$353.10 after GST

Related Courses

- Microsoft Excel 2013 Basic to Int.
- Microsoft Access 2013 Basic to Int.

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



A Division of GIL Consultancy Pte Ltd
 Building Foundations for Excellence

1 Coleman Street #07-11 The Adelphi
 Singapore 179803

t : 6423-1183
 f : 6423-1180
 e : info@oakstraining.com
 w : www.oakstraining.com

For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.