



Training Solutions, Inc.

Microsoft Excel 2013 Intermediate Course Outline

Excel 2013 Interface

- Start Screen
- Excel Window
- Ribbon
- Menu Options
- Excel Options

Section 1- Creating a Chart

- Elements of a Chart
- Embedded Chart vs. Chart Sheet
- Common Chart Types
- Create Charts
- Quick Analysis
- Move Charts
- Preview Charts
- Chart Data from Different Sheets

Section 2- Formatting a Chart

- Select Embedded Charts
- Change Chart Layout
- Axes and Gridlines
- Chart Background
- Select Chart Elements

Section 3-Status Bar Calculations and Functions

- Status Bar Calculator
- Complex Functions
- Absolute cell references
- IF function
- PMT function
- Change arguments
- Future Value and Present Value

Section 4- Create and Manage Lists

- Create an Excel List
- Use the Form Command
- Add/Find/Delete Records
- Use the Criteria Button

Section 5- Sort and Filter Lists

- Quick Sort
- Data Sort Command
- Sort Order
- Custom Lists
- Filter a List
- Conditional Formatting
- Subtotal Data in a List
- Hide Columns
- Remove the Outline
- SUMIF and COUNTIF Functions

Section 6- PivotTables and PivotCharts

- Build a PivotTable
- Rearrange the PivotTable
- Refresh the PivotTable
- Field Settings
- Move the PivotTable
- Move Subtotals/Report Totals
- Use Recommended PivotTables
- Create a PivotChart
- Move a PivotChart
- Create a PivotChart from a PivotTable
- Remove a PivotTable