

Soft Skills Training

MS EXCEL 2013 Training Course

Course Objectives

Expand your knowledge and skills in Excel. By the end of this course, students will be able to create charts, work effectively with multiple sheets in workbooks, use basic functions effectively, use productivity tools and work with the Excel list/database features.

Prerequisites

This course assumes that you have gained a basic understanding of Windows. Additionally, students should have an understanding of concepts covered in the Excel Essentials course. These include creating workbooks, using AutoFill and AutoSum, constructing formulae, Absolute Cell References and formatting worksheets.

Exercises

This course is instructor led, involving the utilization of examples and exercises in a workshop environment

Certification:

Upon completing the course, the student will earn Completion Certificate from **Bafco**.

Days: 6 days (2 Hrs/day)

Fees: Contact Us

Course Outline:

Formulas and Functions

- Understanding functions
- Summing non-contiguous ranges
- Calculating an average
- Maximum and minimum functions
- Common error messages

Worksheet Techniques

- Renaming, inserting and
- Deleting worksheets
- Copying and moving worksheets
- Hiding and unhiding a worksheet
- Copying a worksheet to new and other workbooks
- Changing worksheet tab colours
- Grouping worksheets
- Hiding and unhiding rows and columns Freezing rows and columns
- Splitting windows

Data Linking

- Understanding data linking
- Linking between worksheets
- Linking between workbooks
- Updating links between workbooks

Creating Charts

- Understanding the charting process
- Choosing the chart type
- Creating a new chart
- Working with an embedded chart
- Resizing the chart
- Dragging a chart
- Printing an embedded chart
- Creating a chart sheet
- Changing the chart type

Bawabat Al Fayhaa Company Ltd.

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شركة بوابة الفيحاء لتكنولوجيا التدريب والفحص الهندسي ومعالجة المشاكل البيئية المحدودة



- Changing the chart layout
- Changing the chart style
- Printing a chart sheet
- Embedding a chart into a worksheet
- Deleting a chart

Charting Techniques

- Understanding chart layout elements
- Adding a chart title
- Adding axes titles
- Positioning the legend
- Showing data labels
- Showing a data table
- Modifying the axes
- Showing gridlines
- Formatting the plot area
- Showing the plot area
- Adding a trendline
- Adding error bars
- Adding a text box to a chart
- Drawing shapes in a chart

Special Pasting

- Understanding pasting options
- Pasting formulas
- Pasting values
- Pasting without borders
- Pasting as a link
- Pasting as a picture
- Transposing ranges
- Copying comments
- Copying validations
- Copying column widths
- Performing arithmetic with paste special
- Copying formats with paste special
- Add values and multiply values

Conditional Formatting

- Understanding conditional formatting
- Highlighting cells containing values
- Highlighting cells containing text
- Highlighting duplicate values
- Using top and bottom rules

- Using data bars
- Using colour scales
- Using icon sets
- Creating custom rules
- The conditional formatting rules manager
- Managing rules
- Clearing rules
- Using Sparklines

Sorting Data

- Understanding lists
- Performing an alphabetical sort
- Performing a numerical sort
- Sorting on more than one column
- Sorting numbered lists
- Sorting by rows

Working with Tables

- Creating a table
- Inserting or deleting table records
- Removing duplicates
- Modifying a table
- Sorting data in a table
- Filtering data in a table
- Adding and removing table columns
- Naming tables
- Resizing tables
- Playing with table styles
- Converting a table to a range
- Deleting a table

Filtering Data

- Understanding filtering
- Applying and using a filter
- Clearing a filter
- Creating compound filters
- Multiple value filters
- Creating custom filters
- Using wildcards