

Microsoft Office Excel Expert 2013

1. Manage and share workbooks

- Manage multiple workbooks
 - Modifying workbook templates
 - Managing workbook versions
 - Copying styles between templates
 - Sidebar: Merging styles that have the same name
 - Copying macros between workbooks
 - Connecting to external data
 - Sidebar: About the Excel Data Model
 - Sidebar: Editing formula links
- Prepare workbooks for review
 - Tracking changes
 - Sidebar: Setting tracking options
 - Protecting workbooks for sharing
 - Sidebar: Properties vs metadata
 - Practice tasks
- Manage workbook changes
 - Displaying all changes
 - Reviewing changes
 - Managing comments
 - Merging workbooks
 - Identifying errors
 - Troubleshooting by using tracing
 - Sidebar: Tracing formulas in separate worksheets
 - Practice tasks

2. Apply custom formats and layouts

- Apply custom data formats
 - Creating custom formats (number, time, date)
 - Using advanced Fill Series options
 - Practice tasks
- Apply advanced conditional formatting and filtering
 - Creating custom conditional formats
 - Using functions to format cells

- Creating advanced filters
- Sidebar: Managing conditional formatting rules
- Apply custom styles and templates
 - Creating custom templates
 - Creating and modifying cell styles
 - Creating custom color and font formats
 - Creating themes
 - Creating form fields
 - Sidebar: Controlling the tab order of objects
 - Practice tasks
- Prepare workbooks for internationalization and accessibility
 - Modifying worksheets for use with accessibility tools
 - Displaying data in multiple international formats
 - Sidebar: Proofing in other languages
 - Sidebar: Managing multiple options for body and heading fonts
 - Practice tasks
 - Objective review

3. Create advanced formulas

- Apply functions in formulas
 - Using nested functions
 - Using the IF, AND, and OR functions
 - Using the SUMIFS, AVERAGEIFS, and COUNTIFS functions
 - Using financial functions
 - Practice tasks
- Look up data by using functions
 - Using the VLOOKUP and HLOOKUP functions
 - Using the LOOKUP function
 - Using the TRANSPOSE function
 - Practice tasks
- Apply advanced date and time functions
 - Using the NOW and TODAY functions
 - Using functions to serialize dates and times
 - Sidebar: Concatenating text in formulas
 - Practice tasks
- Create scenarios
 - Using what-if analysis tools
 - Sidebar: Enabling iterative calculations

- Sidebar: Using the watch window
- Using the Scenario Manager
- Sidebar: Merging scenarios
- Consolidating data
- Practice tasks
- Objective review

4. Create advanced charts and tables

- Create advanced chart elements
 - Adding trend lines to charts
 - Sidebar: Working with other elements
 - Creating dual-axis charts
 - Creating custom chart templates
 - Practice tasks
- Create and manage PivotTables
 - Creating PivotTables
 - Modifying field selections and options
 - Creating slicers
 - Using PowerPivot
 - Practice tasks
- Create and manage Pivot Charts
 - Creating Pivot Charts
 - Sidebar: Viewing chart animations
 - Manipulating options in existing Pivot Charts
 - Applying styles to Pivot Charts
 - Practice tasks
 - Objective review