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TECHNOLOGIES



# Excel 2013 Advanced

**Course Description:** Learn to use Excel 2013 advanced tools. Work with Goal Seek and scenarios, VLOOKUP, and pivot tables. Track changes to workbooks and protect workbooks and worksheets. Create macros to automate frequent actions and procedures.

**Prerequisites:** Excel 2013 Intermediate. Must be strongly proficient in Microsoft Excel.

**Course Length:** 6 hours

### Functions / What-If Analysis

- Use Insert Function
- Payment function
- Create logical statement – IF
- Work with Goal Seek
- Create scenarios
- Scenario summary

### VLOOKUPS / Named Ranges

- Use VLOOKUP
- Create named ranges
- Use named ranges in formulas
- Edit / delete named ranges

### Pivot Tables / Pivot Charts

- Create pivot table
- Pivot table options
- Group data / format fields
- Filter field using pages
- Create formulas
- Update source data
- Format pivot table
- Create and format Slicers
- Create pivot chart

### Comments

- Create comments
- View / edit comments
- Review ribbon
- Print comments
- Remove comments

### Macros

- Create macro
- Run macro
- Work with Personal workbook
- Edit / Delete macro
- Remove macro

### Track Workbooks

- Track workbooks changes
- Share workbook feature / track changes

### Protecting Worksheets / Workbooks

- Unlock cells to change
- Protect sheets
- Protect workbooks

### Consolidating / Linking Worksheets

- Consolidate data to another workbook
- Link data in a worksheet
- Formula auditing – trace formulas
- Show formulas
- Watch window

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