

Excel 2013 Level 2

Design Spreadsheets to manage & analyse budgets



OVERVIEW

Delve into the world of IF functions, charts, and lookup functions. Build on the skills you have to create smarter and more efficient spreadsheets.

Filling Data

- Filling series
- Creating, modifying and deleting a custom fill list

Moving Data

- Moving cells and ranges
- Moving to other worksheets or workbooks

Formula Referencing

- Absolute referencing
- Relative referencing

Labels and Names

- Creating and using names
- The name manager

Logical Functions

- Using IF and IFERROR
- Using True and False
- Using AND, OR and NOT

Lookup Functions

- Using CHOOSE
- Using VLOOKUP

Number Formatting Techniques

- Formatting Dates and Time
- Creating custom formats

Conditional Formatting

- Formatting and clearing
- Top and Bottom, Data bars, Colour Scales and Icon Sets
- Sparklines

Applying Borders

- Applying to a cell
- Applying to a range

Page Setup

- Setting /changing margins
- Orientation and size
- Print area
- Page breaks
- Gridlines and headings

Working with a Worksheet

- Viewing the formula bar, gridlines and ruler
- Inserting and deleting cells, rows and columns

Worksheet Techniques

- Copying, renaming, moving, hiding and unhiding
- Tab colours
- Freezing and splitting

Finding and Replacing

- Find text and cell references
- Replace values

Sorting Data

- Alpha and numeric sorting
- Sorting numbered lists

Filtering Data

- Using and clearing filters
- Wildcards

Charting Techniques

- Adding titles
- Data labels
- Gridlines, plot area, trendline and error bars

Chart Object Formatting

- Changing colours
- Filling areas

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

Know how to create and save a workbook, enter simple formulas, and print and chart data.

CORE COMPETENCIES

- ✓ Formulas
- ✓ Functions
- ✓ Formatting
- ✓ Charts

BOOK NOW

→ [Click Here](#)

Or call **02 8824 4677**
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