

Microsoft Office Specialist Excel 2013

Session 1

Section A: Introduction

- Introduction to Excel
- Excel Interface
- Templates, Workspace, Quick Access
- More Commands, Popular Commands
- Camera Button, Remove Button
- Ribbon
- Customize Ribbon
- Add, Remove, Custom Buttons

Section B: Navigating Excel

- Touch Screen, Document Window
- Basic Navigation

Section C: Shortcuts

- Esc Key, Undo, Right-Click
- Three Windows Shortcuts
- Function Key Shortcuts
- Ctrl Key Shortcuts
- Copy, Paste, Print, Select All
- Select Data Range, Save
- New Document
- Alt Key Shortcuts
- Insert Column, Row, Worksheet
- Visible Keys
- Drop-Down, Ribbon

Section D: Creating and Manipulating Data

- Entering Data
- Auto Fill
- Expand Data
- Working with Auto Fill
- Custom Lists
- Creating Custom Lists
- Text Strings
- Active Cells
- Grouping Worksheets
- Ungrouping Worksheets
- Flash Fill
- Flash Fill Numbers
- Column Headings

Section E: Managing Worksheets

- Managing Worksheet, Copy and Move
- Copy and Move Workbook
- Rename, Inserting, Deleting Worksheets

Section F: Paste Special

- Windows Copy and Paste Rule
- Four Steps of Paste Special
- Quick Multiplication
- Benefits of Paste Special
- Format Painter
- Removing Duplicates

Section G: Changing Views

- Changing Views, Zoom
- Changing Workbook View
- Mirror Images
- Freeze Panes
- Split the Window
- Page Layout
- Custom View
- View Show

Session 2

Section A: Formatting Data

- Formatting Data, Color, Size
- Change Sheet, Tab Color, Office Workbook
- Change Office Themes
- Backgrounds
- Watermarks

Section B: Modify Cells

- Modify Cell Alignment, Wrap Text
- Indentation
- Merge Cells
- Apply Number Formats, Special Formats
- Custom Format
- Text to WordArt
- Existing Text to WordArt

Section C: Tables

- Find and Replace
- Asterisk, Question Mark
- Sorting
- Filtering
- Create Tables
- Modify Tables
- Total Rows
- Define Titles, Go To
- Remove Duplicates

Section D: Text Formulas

- CONCATENATE
- Working with CONCATENATE

- Edit Formula
- Correct Columns
- Split Cell Contents Apart
- Convert Formulas to Text
- Delimiters
- UPPER, LOWER, PROPER
- LEFT
- RIGHT, MID
- TRIM

Section E: Operations

- Define Order of Operations
- Four Most Popular Operators
- More Operators, CONCATENATE
- SUM
- AVERAGE, MIN, MAX
- COUNT, COUNTA
- AutoCalculate
- Formula Auditing
- Relative, Absolute Cell References
- Mixed Cell References

Session 3

Section A: Totals and Sparklines

- Totaling Multiple Sheets
- Working with Totaling Sheets
- Quick Analysis, Grand Totals
- Sparkline Graphics
- Sparkline Tools
- Incorrect Data
- Consolidation
- Hierarchical Outline

Section B: Subtotals

- Using Subtotals, Subtotal Options
- Selecting Visible Data

Section C: VLOOKUP

- What Is VLOOKUP?
- VLOOKUP Specifications
- Name the Range
- Column Index Number
- VLOOKUP with Optional Argument

Section D: Nested Formulas

- Using Nested Formulas
- Absolute Value Formula
- Nesting a Formula
- Nested Formula Logic
- FIND Formula

- LEFT Formula
- ROW, COLUMN Formula

Section E: Conditional Logic

- Using Conditional Logic
- IF Formula
- Nested IF
- Maintain Backward Compatibility
- Text Wrap within Cells
- Formula Wizard, AND
- OR
- NOT
- IFERROR
- SUMIF
- COUNTIF
- AVERAGEIF
- SUMIFS
- AVERAGEIFS
- COUNTIFS

Session 4

Section A: Excel Financial Formulas

- Working with Financial Formulas
- Finding the PMT Formula
- PMT Function Arguments
- Goal Seek
- Solver
- Solver Reports, Solver.com

Section B: What-If Scenarios

- Scenario Manager
- Scenario Reports
- Introduction to Data Table
- Quick Analysis Tool
- Data Table Continued

Section C: Charts and Graphs

- Definitions of Chart Types
- Intro to Charts, Instant Charts
- Adding Data to a Chart
- Modifying and Customizing Charts
- Graphical Charts
- Working with Disproportionate Figures
- Making a Combination Chart
- Quick Analysis Charts, Move Chart
- Switch Rows and Columns
- Add Legend, Quick Layout, Change Colors
- Resize a Chart
- Saving a Chart as a Template

Session 5

Section A: Advanced Operations

- Working with Cells
- Hiding Cells
- Hiding Worksheets
- PivotTables
- PivotTable Layouts
- Filter Options
- Updating and Modifying Data
- Grand Totals
- Filter Data
- Slicers
- Timelines
- Calculated Fields
- Calculated Items

Section B: Conditional Formatting

- Conditional Formatting Options
- Manage Rules
- Wildcard Characters
- Top/Bottom Rules
- Data Bars
- Color Scales and Icon Sets
- Alternate Row Shading via Formulas

Section C: Data Protection

- Data Validation and Lists
- Input Messages and Error Alerts
- Data Validation Settings

Section D: Add Graphics

- Add Graphics and Insert Comments
- Insert Text Boxes
- Insert Images
- Remove Background
- Position Objects
- Insert SmartArt

Section E: Excel and the Web

- Insert a Hyperlink
- Open Non-Native Files
- Import Files
- Open Text File

Section F: Saving and Printing

- Saving Worksheets
- Document Inspector
- Save Files to Remote Locations
- Save Alternate File Formats

- Print Worksheets
- Headers and Footers
- Repeat Headers
- Set Print Scaling
- Printing Options

Section G: Macros

- Macro Capabilities
- Macro Security
- Options for Recording Macros
- Shortcuts
- Network
- Recording a Macro
- Test the Macro
- Assigning a Button to a Macro
- Shapes and Macros
- Edit Macros
- Macro Comment
- Macro Statements
- Run the Macro