



Microsoft Excel 2013 Advanced

- **Creating and Using Functions**

- Round a Number
- Create a Conditional Formula
- Calculate a Conditional Sum
- VLookup and HLookup
- Perform Time Calculations
- Perform Date Calculations
- Using Text Functions

- **Organizing Worksheet Data**

- Filter Duplicate Records
- Perform Simple Sorts and Filters
- Perform Complex Sorts
- Using a custom list
- Sort by Cell Color, Font Color, or Icon
- Perform Complex Filters
- Subtotal Sorted Data
- Count Filtered Records

- **Analyzing Data Using a PivotTable or PivotChart**

- Creating a Pivot Table
- Updating Pivot Table or Pivot Chart
- Modify Pivot Table
- Formatting Pivot Table
- Creating A Pivot Chart
- Creating Groups and Outlines
- Converting Text to Columns

- **Sharing Workbook with Others**

- What is Data Validation?
- When is data validation useful?
- Data Validation messages
- Creating Drop-Down List
- Working with Comments
- Track Changes
- Protect Your Worksheets
- Locking or Unlocking Worksheet Cells

- Adding Security Encryption to a Workbook
- Adding Password Protection to a Workbook

- **Automating with Macro**

- Introducing Macros
- Setting Macro Security Options
- Recording a Macro
- Run a Macro
- Saving a Workbook with Macros
- Opening a Workbook with Macros
- Assign a Macro to the Quick Access Toolbar

- **Useful Data Analysis Tools and Techniques**

- Optimize result with Goal Seek
- Using the Solver
- Solve a Formula with a Data Table
- Consolidate Data
- Conditional Formatting Your Worksheet