



# Excel 2013

You've got mountains of data.

Wouldn't it be great if you could find the story behind the numbers on your own? That's why there's the new Excel.

In these courses, you'll see how Excel is the best app for reviewing and editing spreadsheets at work, at home, and everywhere in between.

As you enter data, Excel recognizes patterns, so it can automatically fill in the remaining info for you.

Then, after you've entered your data, Excel helps you spot trends and patterns using data bars, color-coding, and icons.

Excel even helps you summarize and illustrate your insights by recommending pre-made PivotTables and charts.

And when you're all done, you can let others view or edit your work at the same time by saving to the cloud, on OneDrive.

You don't even need a PC. You just need a browser or the Excel Mobile app.

Learn how to uncover the story behind the numbers...with Excel.

- Microsoft

## EXCEL ESSENTIALS

- Excel Basics
- Creating a Worksheet
- Using Formulas & Functions
- Flash Fill
- Editing a Worksheet
- Formatting the Worksheet
- Managing Large Worksheet
- Cloud Integration

## EXCEL INTERMEDIATE

- Creating a Chart
- Formatting a Chart
- Quick Analysis Lens
- Status Bar Calculations
- Create and Manage Lists
- Sort and Filter Lists
- Pivot Tables & Recommendations
- Pivot Charts & Recommendations

## EXCEL ADVANCED

- Summarizing Data
- Functions in Lists
- Lookup Formulas
- Working with Text
- Macros
- Office Integration
- Combo Boxes
- Present Online



## Popular Uses of Microsoft EXCEL

Budgets, Payroll, Customer Lists, Usage Reports, Pricing Structures, Payment Summaries, Tax Calculations, Inventory Control, What-If Analysis, Sorting and Filtering Data, Charting Data Trends, Importing data from database programs for analysis