



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Excel® 2013: Part 3

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft® Office Specialist (MOS): Microsoft® Office Excel® 2013 Expert —
Exam: 77-427(Part 1) & 77-428(Part 2)

Course Description

This course builds off of the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2013: Part 1 and Part 2 courses to help you get the most of your Excel® experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel® right at your fingertips. The more you learn about how to get Excel® to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

Target Audience

This course is intended for:

- Individuals who are experienced Excel® 2013 users and have a desire or need to advance their skills in working with some of the more advanced Excel® features.

Prerequisites

To attend this course, candidates must have:

- Practical, real-world experience creating and analyzing datasets using Excel® 2013.
- Specific tasks students should be able to perform include: creating formulas and using Excel® functions; creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and working with PivotTables, slicers, and PivotCharts; and customizing the Excel® environment.
- To meet these prerequisites, students can take the following courses, or should possess the equivalent skill level:
 - Microsoft® Office Excel® 2013: Part 1
 - Microsoft® Office Excel® 2013: Part 2



Exam Details

Exam Code:	• 77-427
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Share and protect workbooks.
- Automate workbook functionality.
- Apply conditional logic.
- Audit worksheets.
- Use automated analysis tools.
- Present your data visually.

Course Topics

Module 1: Working with Multiple Worksheets and Workbooks Simultaneously

- Use 3-D References
- Use Links and External References
- Consolidate Data

Module 2: Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

Module 3: Automating Workbook Functionality

- Apply Data Validation
- Work with Forms and Controls
- Work with Macros



Course Topics *Continued*

Module 4: Applying Conditional Logic

- Use Lookup Functions
- Combine Functions
- Use Formulas and Functions to Apply Conditional Formatting

Module 5: Auditing Worksheets

- Trace Cells
- Search for Invalid Data and Formulas with Errors
- Watch and Evaluate Formulas

Module 6: Using Automated Analysis Tools

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Activate and Use the Solver Tool
- Analyze Data with Analysis ToolPak Tools

Module 7: Presenting Your Data Visually

- Use Advanced Chart Features
- Create Sparklines

ACTIVITIES INCLUDED