



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

Microsoft® Office Excel® 2013: Part 2

Duration: 1 Day

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

Certification: Microsoft Office Specialist: Excel 2013/Microsoft Office Specialist 2013 Master —
Exam: 77-420

Course Description

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2013: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision-makers is at the foundation of a successful organization that can compete at a high level.

Target Audience

This course is intended for:

- Individuals who already have foundational knowledge and skills in Excel® 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel® to analyze and present data.

Prerequisites

To attend this course, candidates must have:

- Completed *Microsoft® Office Excel® 2013: Part 1*
- Have equivalent knowledge.



Exam Details

Exam Code:	• 77-420
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:

- Customize the Excel® environment.
- Create advanced formulas.
- Analyze data by using functions and conditional formatting.
- Organize and analyze datasets and tables.
- Visualize data by using basic charts.
- Analyze data by using PivotTables, slicers, and PivotChart.

Course Topics

Module 1: Customizing the Excel Environment

- Configure Excel Options
- Customize the Ribbon and the Quick Access Toolbar
- Enable Excel Add-Ins

Module 2: Creating Advanced Formulas

- Use Range Names in Formulas
- Use Specialized Functions
- Use Array Formulas

Module 3: Analyzing Data with Functions and Conditional Formatting

- Analyze Data by Using Text and Logical Functions
- Apply Advanced Conditional Formatting



Course Topics *Continued*

Module 4: Organizing and Analyzing Datasets and Tables

- Create and Modify Tables
- Sort Data
- Filter Data
- Use SUBTOTAL and Database Functions

Module 5: Visualizing Data with Basic Charts

- Create Charts
- Modify and Format Charts

Module 6: Analyzing Data with PivotTables, Slicers, and PivotCharts

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Slicers

ACTIVITIES INCLUDED