

Microsoft EXCEL Training
Level 2

Introduction

This course will give you the skills to perform simple data analysis in Excel. You will learn how to use formulas, conditional formatting, filtering and sorting and many more data analysis features to help you in your work. This course will increase your competence in day-to-day data analysis making you more efficient and productive.

Topics Include

- Use workbooks as templates for other workbooks.
- Manipulate worksheet data.
- Use intermediate data management tools such as filters and advanced filters.
- Summarize data that meets specific conditions.
- Link to data in other worksheets and workbooks.
- Locate and use some of the more complex Excel functions.
- Create and modify charts.

Prerequisite

Comfortable with Windows 7, or OSX

Platform

Windows, OSX

Software

Microsoft Excel 2013, Microsoft Excel 2010 (Windows)

Microsoft Excel 2011 (MAC)

Instructor

Anna Neagu – Application Support Consultant

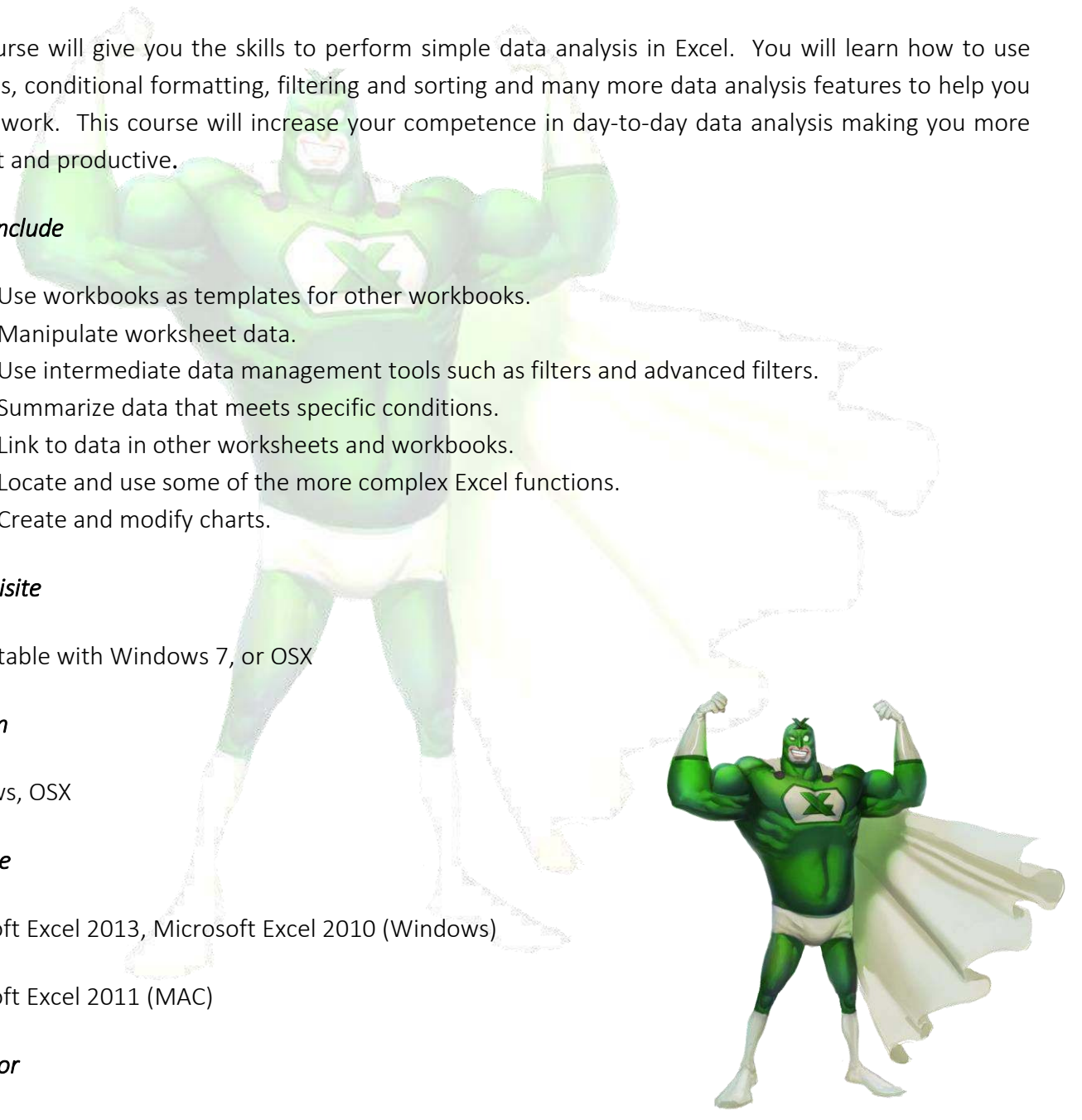


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1. Worksheet Organization

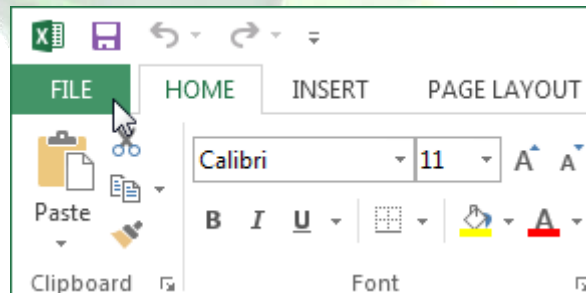
The Excel 2013 "Big Grid" increases the maximum number of rows per worksheet from 65,536 to over 1 million, and the number of columns from 256 to 16,384. When you open a new workbook there is 1 worksheet by default.

1.1. Using Workbook Templates

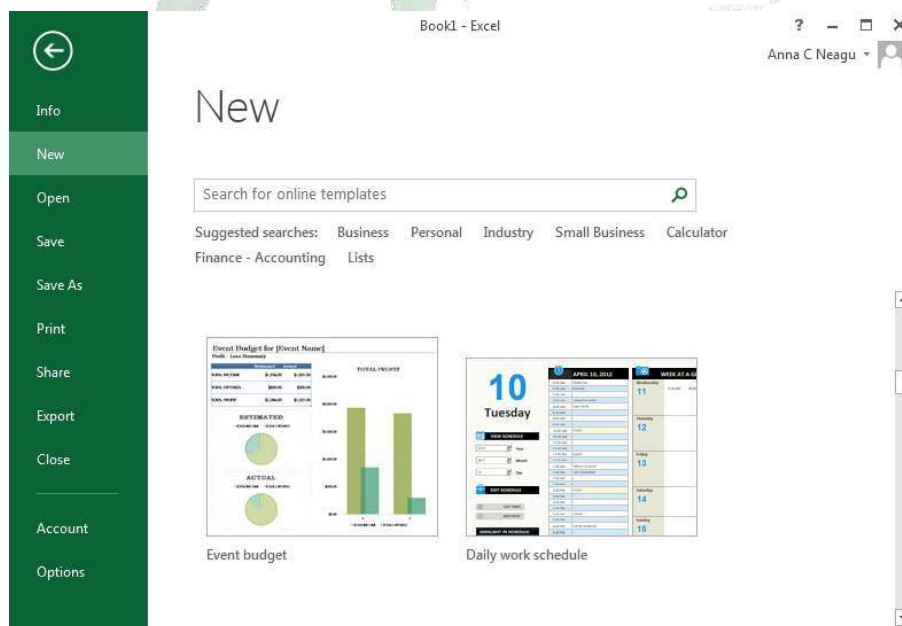
A **template** is a **predesigned spreadsheet** you can use to create a new workbook quickly. Templates often include **custom formatting** and **predefined formulas**, so they can save you a lot of time and effort when starting a new project.

To create a new workbook from a template

1. Click the **File** tab to access **Backstage view**.



2. Select **New**. Several templates will appear below the **Blank workbook** option.
3. Select a **template** to review it.



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