

## Fill Techniques

Creating A Custom Fill List  
Modifying A Custom Fill List  
Deleting A Custom Fill List  
Extracting With Flash Fill  
More Complex Flash Fill  
Extractions  
Extracting Dates And Numbers

## Worksheet Techniques

Inserting And Deleting Worksheets  
Copying A Worksheet  
Renaming A Worksheet  
Moving A Worksheet  
Hiding A Worksheet  
Unhiding A Worksheet  
Copying A Sheet To Another Workbook  
Moving A Sheet To Another Workbook  
Changing Worksheet Tab Colours  
Grouping Worksheets  
Hiding Rows And Columns  
Unhiding Rows And Columns  
Freezing Rows And Columns  
Splitting Windows

## Page Setup

Strategies For Printing Worksheets  
Understanding Page Layout  
Using Built-In Margins  
Setting Custom Margins  
Changing Margins By Dragging  
Centring On A Page  
Changing Orientation  
Specifying The Paper Size  
Setting The Print Area  
Clearing The Print Area  
Inserting Page Breaks  
Using Page Break Preview  
Removing Page Breaks  
Setting A Background  
Clearing The Background  
Settings Rows As Repeating  
Print Titles  
Clearing Print Titles  
Printing Gridlines  
Printing Headings  
Scaling To A Percentage  
Fit To A Specific Number Of Pages

## Applying Borders

Understanding Borders  
Applying A Border To A Cell  
Applying A Border To A Range  
Applying A Bottom Border  
Applying Top And Bottom Borders  
Removing Borders

The More Borders Command  
Using The More Borders Command  
Drawing Borders  
Drawing A Border Grid  
Erasing Borders  
Formatting The Drawing Pencil

## Essential Functions

Key Worksheet Functions  
Using IF With Text  
Using IF With Numbers  
Nesting IF Functions  
The CHOOSE Function  
The LOOKUP Function  
Using Counting Functions  
The Round Function  
Rounding Up And Rounding Down  
Manipulative Functions  
The MOD Function  
The TODAY Function  
The NOW Function  
The DATE Function  
The PMT Function

## Complex Formulas

Scoping A Formula  
Long-Hand Formulas  
Preparing For Complex Formulas  
Creating The Base Formula  
Adding More Operations  
Editing A Complex Formula  
Adding More Complexity  
Copying Nested Functions  
Switching To Manual Recalculation  
Pasting Values From Formulas  
Documenting Formulas

## Financial Functions

Understanding Financial Functions  
Using PMT  
Using FV  
Using NPV  
Using PV  
Using RATE  
Using EFFECT  
Using NOMINAL

## Date and Time Functions

Understanding Date And Time Functions  
Using NOW  
Using HOUR And MINUTE  
Using TODAY  
Calculating Future Dates  
Using DATE  
Using Calendar Functions  
Using WEEKDAY  
Using WEEKNUM  
Using WORKDAY

Using EOMONTH

## Defined Names

Understanding Defined Names  
Defining Names From Worksheet Labels  
Using Names In Typed Formulas  
Applying Names To Existing Formulas  
Creating Names Using The Name Box  
Using Names To Select Ranges  
Pasting Defined Names Into Formulas  
Defining Names For Constant Values  
Creating Names From A Selection  
Scoping Names To A Worksheet  
Using The Name Manager  
Documenting Defined Names

## Number Formatting Techniques

Applying Alternate Currencies  
Applying Alternate Date Formats  
Formatting Clock Time  
Formatting Calculated Time  
Understanding Number Formatting  
Understanding Format Codes  
Creating Descriptive Custom Formats  
Custom Formatting Large Numbers  
Custom Formatting For Fractions  
Padding Numbers Using Custom Formatting  
Aligning Numbers Using Custom Formats  
Customising The Display Of Negative Values

## Conditional Formatting

Understanding Conditional Formatting  
Formatting Cells Containing Values  
Clearing Conditional Formatting  
More Cell Formatting Options  
Top Ten Items  
More Top And Bottom Formatting Options  
Working With Data Bars  
Working With Colour Scales  
Working With Icon Sets  
Understanding Sparklines  
Creating Sparklines  
Editing Sparklines

## Goal Seeking

Understanding Goal Seeking

# Microsoft Excel 2013 - Intermediate



Using Goal Seek

Formatting With WordArt  
Changing WordArt Fill  
Changing WordArt Effects

## **The Quick Analysis Tools**

Understanding Quick Analysis  
Quick Formatting  
Quick Charting  
Quick Totals  
Quick Sparklines  
Quick Tables

## **Worksheet Tables**

Understanding Tables  
Creating A Table From Scratch  
Working With Table Styles  
Inserting Table Columns  
Removing Table Columns  
Converting A Table To A Range  
Creating A Table From Data  
Inserting Or Deleting Table  
Records  
Removing Duplicates  
Sorting Tables  
Filtering Tables  
Renaming A Table  
Splitting A Table  
Deleting A Table

## **Pivot Tables**

Understanding PivotTables  
Recommended Pivot Tables  
Creating Your Own PivotTable  
Defining The PivotTable  
Structure  
Filtering A PivotTable  
Clearing A Report Filter  
Switching PivotTable Fields  
Formatting A PivotTable  
Understanding Slicers  
Creating Slicers  
Inserting A Timeline Filter

## **Chart Elements**

Understanding Chart Elements  
Adding A Chart Title  
Adding Axes Titles  
Repositioning The Legend  
Showing Data Labels  
Showing Gridlines  
Formatting The Chart Area  
Adding A Trendline  
Adding Error Bars  
Adding A Data Table  
Chart Object Formatting  
Understanding Chart Formatting  
Selecting Chart Objects  
Using Shape Styles  
Changing Column Colour  
Schemes  
Changing The Colour Of A Series  
Changing Line Chart Colours  
Using Shape Effects  
Colouring The Chart Background  
Understanding The Format Pane  
Using The Format Pane  
Exploding Pie Slices  
Changing Individual Bar Colours  
Formatting Text