

Microsoft Excel 2013 – Level 1

This course is designed to help students learn how to enter and edit data, labels, and formulas; work with functions; format cells; print worksheets and create charts.

- Recognize spreadsheet terminology; start Microsoft Excel and identify the components of the Excel interface; create a blank workbook; navigate worksheets; and open a downloaded template.
 - Enter and edit text and values; use AutoFill; enter formulas and examine the order of operations; save and update a workbook; and save a workbook in different file formats.
 - Move and copy data; use the Office Clipboard; move and copy formulas; use AutoFill to copy formulas; use Paste Link; view formulas; work with relative and absolute references; and insert and delete ranges, rows, and columns.
 - Use the SUM function, AutoSum, and the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to perform calculations in a worksheet.
 - Format text, cells, rows, and columns; merge cells; apply color and borders; format numbers; create conditional formats; and use the Format Painter.
 - Create, format, modify and print charts based on worksheet data; work with various chart elements; and apply chart types and chart styles.
 - Insert and modify a picture; represent data graphically within cells by applying three forms of conditional formatting (data bars, color scales, and icon sets); and insert and modify SmartArt graphics.
- Check spelling; find and replace text and data; preview and print a worksheet; set page orientation and margins; create and format headers and footers; and print gridlines.

Prerequisites: Prior experience with Microsoft Windows

*Cost: \$179.00 per person (7 hour class)
Textbook included*

Grant Funding Available
(Call for details prior to registration)

For additional information, please contact
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Microsoft Excel 2013 – Level 2

This course is designed to help students learn how to work with large worksheets, use 3-D formulas, apply special cell formatting, sort and filter lists, use Excel's auditing features and work with templates. Microsoft Office 2013 will be used in this course.

- Freeze panes and split a worksheet; open and arrange a new window with the current worksheet content; hide and unhide data; set print titles and page breaks to optimize print output; insert different even and odd headers; manage multiple worksheets; link worksheets by using 3-D formulas; add a Watch window; create and manage links between workbooks.
- Apply special and custom number formats; control the display of zero values; apply and modify themes; merge and split cells; change the orientation of data in cells; transpose data; use Paste Special operations, and add a background color and a watermark.
- Create an outline and consolidate data; create custom views to save different sets of worksheet display and print settings; create subtotals in a list; use multiple subtotal functions.
- Define and apply cell and range names; use names in formulas; and use the Name Manager to modify named ranges.
- Sort and filter data; create, format, and name a table, and add rows and columns; use structured references.
- Save and publish a worksheet as a Web page, use AutoRepublish to keep the Web page updated, and insert and edit hyperlinks.
- Use auditing features; add comments to cells and workbooks; protect a worksheet or part of a worksheet; protect the workbook structure; share, merge, and track changes in a workbook; find and remove hidden and personal data in a workbook; and mark a workbook as final.
- Change Excel's default application settings and customize the ribbon; create and modify templates.

Prerequisites: Prior experience with Microsoft Excel 2013 – Level 1

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Microsoft Excel 2013 – Level 3

This course is designed to help students learn how to create nested functions, create combination charts and trendlines, create PivotTables, export/import data, perform what-if analyses, use the Goal Seek and Solver utilities, record and run macros. Microsoft Office 2013 will be used in this course.

- Use the IF, AND, OR, NOT and IFERROR functions to calculate a value based on specified criteria; use conditional functions to summarize data; use the PMT function to calculate periodic payments for a loan; use text functions to extract data strings and modify text; use date functions to calculate duration in years, months, and days; create array formulas to perform multiple calculations on multiple sets of data at one time; and change calculation options and iteration limits.
- Use the VLOOKUP, HLOOKUP, and LOOKUP functions to find values in worksheet data; and use data tables to project values.
- Use the Data Validation feature to validate data entered in cells; and use advanced filter options to display the data you specify.
- Format data options in charts; create combination charts and trendlines; insert sparklines; use chart templates; and add and modify drawing objects and shapes.
- Create a PivotTable for analyzing and comparing large amounts of data; modify the PivotTable view by using slicers to filter data and by rearranging fields; improve the appearance of a PivotTable by changing its field settings and applying a style; create PivotChart to graphically display data from a PivotTable; and use PowerPivot to create a PivotTable from imported data.
- Export data from Excel to other formats, and import data from a text file into an Excel workbook.
- Use the Goal Seek utility to meet a target output for a formula by adjusting the values in the input cells; create scenarios to save various sets of input values that produce different results; and analyze data instantly with Quick Analysis.
Run a macro to perform tasks automatically; record macros; assign a macro to a button in the worksheet; copy a macro to another workbook.

Prerequisites: Prior experience with Microsoft Excel 2013 – Level 2

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