



# Microsoft Excel Level 4

Office 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

## Lesson 1: Using Excel Sparklines

- Building Sparklines
- Customizing Sparklines

## Lesson 2: Advanced Pivot Tables

- Changing Pivot Table Layout
- Formatting Pivot Tables
- Updating Pivot Table Information
- Adding Calculated Fields to Pivot Tables
- Using Slicers

## Lesson 3: Adding Graphic Elements To Files

- Inserting Pictures
- Inserting Shapes
- Inserting Text Boxes
- Changing Backgrounds

## Lesson 4: Working with Advanced Macros

- Recording Macros
- Examining VBA Code
- Changing VBA Code

## Lesson 5: Using Statistical Functions

- Using Rank Functions
- Using Standard Deviation Functions
- Using Other Deviation Functions

## Lesson 6: XML in Excel

- Discovering XML and Its Use in Excel
- Exporting a File to XML
- Importing an XML File

## Lesson 7: Working with Excel 2013 Reports \*

- Creating a Report \*
- Customizing a Report \*



- Filtering a Report \*

#### **Lesson 8: Advanced Charts**

- Creating a Chart Style \*
- Adjusting Data Ranges
- Saving Chart Templates
- Using Chart Templates

#### **Lesson 9: Setting Excel Options**

- Creating Fill Lists
- Setting Popular Options
- Setting Save Options

#### **Lesson 10: Final Tips and Tricks**

- Keep Data Together and Totals Separate
- When to Use an Absolute Reference
- It's Not about Memorizing Formulas
- Formatting and Copying Tips
- Chart Tips
- Use Macros to Repeat Tasks

#### **Prerequisites**

Excel Level 1 and 2 or equivalent working knowledge

To register or for more information call  
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