KW KnowledgeWave

Microsoft Excel 2013 – Power User for CPA's

Course Description **6 Class Credit Hours**

After you've exported data from QuickBooks to Excel what's next? In this custom course, students will learn the advanced skills necessary to create business applications using Conditional Formatting, various Functions and Formulas, PivotTables.

Course Content

Conditional Formatting and Removing Duplicates

Lesson

- Applying Conditional Formatting to a range of cells
- Create New as well as work with built in Conditions
- Incorporate Conditional Formatting and Filters
- Find and remove Duplicate values

Formula Basics

Lesson

- Work with Relative, Absolute, and Mixed references
- Create and work with Name Ranges
- Overview of the Order of Operations
- Explore different Copy and Paste values
- Nesting Functions

Statistical and Logical Functions

Lesson

- COUNTIF
- SUMIF
- Use an Array formula to perform multiple calculations
- Difference between AVERAGE and AVERAGEA
- Use IF function to prevent division by zero

- IFERROR and ISERROR
- Nested IF

Lookup & Reference Formulas

Lesson

- VLOOKUP and HLOOKUP
- Combining INDEX and MATCH functions

Text Formulas

Lesson

- UPPER, LOWER, and PROPER case
- Join text from multiple columns using the CONCATENATE function
- Combine Text and Formatted Numbers
- Convert Imported Text format into Numbers
- TRIM, RIGHT, LEFT, MID, DATE

Data Tables and Dynamic Headers

Lesson

- Convert a Data Range into a Data Table
- Filter, Navigate, and Add Records in a Data Table
- Create Dynamic Headers in Excel

PivotTables and Excel Tables

Lesson

- Understanding PivotTables
- Examining PivotTables
- Modifying PivotTables
- Create, Refresh PivotTables
- Create and work with Excel Tables

Additional: Question and Answer Period

- Time Permitting