


```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
```

```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
LI.MsoNormal {
MARGIN: 0in 0in 0pt; FONT-FAMILY: "Times New Roman","serif"; FONT-SIZE: 12pt; mso-style-parent: ""
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
```

```
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
}
.clearfix {
  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard Course Outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
Excel 2013 - Training Classes in Houston, Texas

Microsoft Excel 2013: Level
1

Training Course Content

Lesson 1:Â Getting Started with Microsoft Office Excel 2013

Topic A:Â Navigate the Excel User Interface

Topic B:Â Use Excel Commands

Topic C:Â Create and Save a Basic Workbook

Topic D:Â Enter Cell Data

Topic E:Â Use Excel Help

Lesson 2:Â Performing Calculations

Topic A:Â Create Worksheet Formulas

Topic B:Â Insert Functions

Topic C:Â Reuse Formulas

Lesson 3:Â Modifying a Worksheet

Topic A:Â Insert, Delete, and Adjust Cells, Columns, and Rows

Topic B:Â Search for and Replace Data

Topic C:Â Use Proofing and Research Tools

Lesson 4:Â Formatting a Worksheet

Topic A:Â Modify Fonts

Topic B:Â Add Borders and Colors to Worksheets

Topic C:Â Apply Number Formats

Topic D:Â Align Cell Contents

Topic E:Â Apply Styles and Themes

Topic F:Â Apply Basic Conditional Formatting

Topic G:Â Create and Use Templates

Lesson 5:Â Printing Workbooks

Topic A:Â Preview and Print a Workbook

Topic B:Â Define the Page Layout

Lesson 6:Â Managing Workbooks

Topic A:Â Manage Worksheets

Topic B:Â Manage Workbook and Worksheet Views

Topic C:Â Manage Workbook Properties

Appendix A:Â Microsoft Office Excel 2013 Exam 77-420

Appendix B:Â Microsoft Office Excel 2013 Expert Exams 77â€™427 and 77-428

Appendix C:Â Microsoft Excel 2013 Common Keyboard Shortcuts

Microsoft Excel 2013: Level 2

Training Course Content

Lesson 1: Customizing the Excel Environment

Topic A: Configure Excel Options

Topic B: Customize the Ribbon and the Quick Access Toolbar

Topic C: Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas

Topic A: Use Range Names in Formulas

Topic B: Use Specialized Functions

Topic C: Use Array Formulas

Lesson 3: Analyzing Data with Functions and Conditional Formatting

Topic A: Analyze Data by Using Text and Logical Functions

Topic B: Apply Advanced Conditional Formatting

Lesson 4: Organizing and Analyzing Datasets and Tables

Topic A: Create and Modify Tables

Topic B: Sort Data

Topic C: Filter Data

Topic D: Use SUBTOTAL and Database Functions

Lesson 5: Visualizing Data with Basic Charts

Topic A: Create Charts

Topic B: Modify and Format Charts

Lesson 6: Analyzing Data with PivotTables, Slicers, and PivotCharts

Topic A: Create a PivotTable

Topic B: Analyze PivotTable Data

Topic C: Present Data with PivotCharts

Topic D: Filter Data by Using Slicers

Appendix A: Microsoft Office Excel 2013 Exam 77-420

Appendix B: Microsoft Office Excel 2013 Expert Exams 77-427 and 77-428

Appendix C: Financial Functions
Appendix D: Date and Time Functions
Appendix E: Working with Graphical Objects

Microsoft Excel 2013: Level 3

Training Course Content

Lesson 1: Working with Multiple Worksheets and Workbooks Simultaneously

Topic A: Use 3-D References

Topic B: Use Links and External References

Topic C: Consolidate Data

Lesson 2: Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook

Topic B: Protect Worksheets and Workbooks

Lesson 3: Automating Workbook Functionality

Topic A: Apply Data Validation

Topic B: Work with Forms and Controls

Topic C: Work with Macros

Lesson 4: Applying Conditional Logic

Topic A: Use Lookup Functions

Topic B: Combine Functions

Topic C: Use Formulas and Functions to Apply Conditional Formatting

Lesson 5: Auditing Worksheets

Topic A: Trace Cells

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Watch and Evaluate Formulas

Lesson 6: Using Automated Analysis Tools

Topic A: Determine Potential Outcomes Using Data Tables

Topic B: Determine Potential Outcomes Using Scenarios

Topic C: Use the Goal Seek Feature

Topic D: Activate and Use the Solver Tool

Topic E: Analyze Data with Analysis ToolPak Tools

Lesson 7: Presenting Your Data Visually

Topic A: Use Advanced Chart Features

Topic B: Create Sparklines

Appendix A: Microsoft Office Excel 2013 Exam 77-420

Appendix B: Microsoft Office Excel 2013 Expert Exams 77-427 and 77-428

Appendix C: Cube Functions

Appendix D: Import and Export Data

Appendix E: Internationalize Workbooks

Appendix F: Work with PowerPivot

[See Current Schedule](#)

[Register for Class](#)

Microsoft
Excel 2013 Training in Houston

Microsoft
Excel 2010 Training in Houston

Microsoft
Excel 2007 Training in Houston

Microsoft
Excel 2003 Training in Houston