



Index Computers
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Excel 2013

Level 3

Advanced Functions and Formulas

- Logical functions
- Conditional functions
- Financial functions
- Text functions
- Date and time functions
- Array formulas
- Calculation options

Lookups and Data Tables

- Using lookup functions
- Creating data tables

Advanced Data Management

- Validating cell entries
- Advanced filtering

Advanced Charting

- Chart formatting options
- Combination charts
- Graphical objects

PivotTables and PivotCharts

- Working with PivotTables
- Modifying PivotTable data
- Formatting PivotTables
- Using PivotCharts
- PowerPivot

Exporting and Importing Data

- Exporting and importing text files

Analytical Tools

- Goal Seek
- Scenarios
- Instant data analysis

Macros and Visual Basic

- Running and recording a macro
- Working with VBA code

Accessibility and Language Features

- Accessibility considerations
- Internationalization