



# Excel 2013 Level 3 Agenda



## ***Shortcuts***

## ***Functions and Features***

Text to Speech  
AutoCorrect Options  
Custom Lists

## ***Working with Worksheets***

Advanced Filter  
Workbook Security

## ***Calculations***

Outlining and Subtotals  
IF Function  
Named Ranges  
Data Validation

## ***Pivot Tables***

Creating and Modifying  
Pivot Charts

## **Q & A**