

Microsoft Excel Level 2 – Course Outline

Course Information

This one-day course is designed to build on the skills gained from attending Excel Level 1.

Delegates will learn to control their worksheets through navigation techniques, calculate using more-advanced logical functions and increase presentation impact using charts, graphics and data tables.

Pre-requisites

Delegates should have previously attended the Level 1 course or have equivalent knowledge through their own usage of the product.

What you will learn:

- Work with Tables
- Use named ranges in formulae
- Work with Comments
- Using logical, text, date and data analysis functions
- Using graphs to analyse data
- Working with graphics
- Sort and filter data
- Use statistical functions to filter data tables
- Create outlines and subtotals
- Create 3D referencing between worksheets and workbooks

Course Content:

Unit 1 – Working with Excel Tables

- Using Excel Tables
- Formatting a Table
- Add a Totals row
- Create a calculated column
- Using Table Splitters

Unit 2 – Using Named Ranges

- Creating named ranges
- Using range names within formulae
- Using named ranges with the GoTo command.

Unit 3 – Adding Comments

- Creating, editing and deleting cell comments
- Displaying comments permanently on screen
- Printing and formatting cell comment

Unit 4 – Building Formulae and Using Functions

- Create formulae containing the function, SUMIF(S), IF, COUNTIF(S)
- Create formulae using nested IF statements

- Create formulae using the AND and OR functions
- Create a table and use the HLOOKUP and VLOOKUP to find additional information

Unit 5 – Using Text and Date Functions

- Use the concatenate function to join text from multiple columns into a single column
- Use the text to columns feature to separate text into columns
- Use the date function to calculate the time between two dates

Unit 6 – Working with Graphs

- Create a Bar chart from data within your spreadsheet
- Create a Pie chart from data within your spreadsheet
- Change the type of chart within your workbook
- Change the look and colours within the chart; apply a gradient to the shading
- Add a Trendline
- Using Sparklines

Unit 7 – Working with Graphics

- Add a picture into a worksheet
- Using SmartArt
- Grouping objects
- Object Ordering

Unit 8 – Sorting and Filtering

- Sorting by icon and by menu
- Sorting using custom lists
- Auto Filtering
- Advanced Filtering
- Use DSUM, DMAX, DMIN, DAVERAGE and DCOUNT functions

Unit 9 – Outlining and Subtotals

- Using AutoOutline
- Applying and removing automatic subtotals

Unit 10 – Linking and Grouping

- Group Worksheets
- Create formula links to cells on different worksheets
- Create formula links to cells on different workbooks

This course is designed for delegates who have attended the Excel Level 1 course or who have relevant experience in Microsoft Excel.

Course duration: one day