

Excel Level 2: Get More Out of Your Spreadsheets Using Microsoft Excel

Course Length: 1 Day

Course Description

Overview: Welcome, intermediate Excel users! In this course students discover new ways to analyze information, sort and filter data explore more advanced formulas and turn numbers into eye-catching charts.

Prerequisites: Students should be able to navigate the interface, create a spreadsheet, use formulas and format worksheets.

Course Content

Lesson 1 – Creating and Using Microsoft Excel Templates

- Create a template from a worksheet
- Save a template
- Use a template
- Edit a template
- Explore and use Microsoft Office Online templates

Lesson 2 – Sorting and Filtering Data

- Sort data
- Subtotals
- Find data
- Filter data
- Conditional formatting
- Incorporating conditional formatting and filters

Lesson 3 – Number
Crunching with
Formulas and
Functions

- Link workbooks
- The IF function
- The ROUND function
- The VLOOKUP function
- The NESTED IF function
- The PMT function
- The TODAY function

Lesson 4 – Showcase
your Data Visually with
Charts

- Plan a chart
- Modify a chart with chart tools
- Create a pie chart
- Advanced charting options
- Chart templates
- A few more chart types
- Exporting an Excel chart to other Office applications