

Microsoft® Excel Level 2

You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Audience

This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge: Microsoft® Office Excel® Level 1.

Course Objectives

Upon successful completion of this course, students will be able to:

- use advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks and the Microsoft Office Excel environment.

Skills Taught

Section 1: Advanced File Tasks

- Using Windows Explorer within Excel
- Saving your Files
- Using File Management Tools, Part One
- Using File Management Tools, Part Two

Section 2: Working with Functions and Formulas

- Using Formulas in Excel, Part 1
- Using Formulas in Excel, Part 2
- Exploring Excel Functions
- Using Functions in Excel
- Working with Names and Ranges
- Working with Array Formulas

Section 3: Managing Tables

- Working with Tables
- Working with Records and Fields
- Working with Tables and Filters
- Using Excel as a Database

Section 4: Adding the Finishing Touches

- Research Tools
- Using Themes
- Adding Text Boxes
- Inserting Pictures and ClipArt
- Editing Pictures

Section 5: Showing Data as a Graphic

- Inserting SmartArt
- Formatting SmartArt
- Adding Symbols, Equations, and Shapes
- Adding Sparklines
- Editing Sparklines