



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Excel Level 2

Duration: 1 Day

Objectives: This course is designed for existing users of Excel. Users will see techniques for using the application in a more efficient manner and learn how to create more sophisticated formulae. This entirely 'hands on' course allows participants the chance to explore some of the more complex Excel features and functions.

Prerequisites: This course is aimed at existing users of Microsoft Excel who have attended the Microsoft Excel Level 1 course or who have a good basic knowledge of spreadsheets.

Working with Multiple Worksheets

- Grouping Worksheets
- Manipulating Multiple Worksheets
- Linking Worksheets in a Workbook
- Linking Files

Protecting Worksheets and Workbooks

- Using Comments
- Protecting Cells
- Protecting Files with a Password

Conditional Logic

- Using IF Statements
- Creating Nested IF Statements
- Conditional Formatting
- Working with VLookup
- Working with HLookup

Sorting data

- Single-level sorting
- Multiple-level sorting
- Sorting options
- Design considerations

Filtering data

- Filtering a list
- Custom criteria
- Multiple-condition criteria
- Managing a filtered list

Excel as Database

- Searching for Specific Data
- Using Validation to limit Data Entry
- Creating Subtotals

Creating Charts

- Creating Charts
- Manipulating Charts
- Modifying a Chart & its Elements

Using graphic objects

- Adding graphic objects
- Formatting graphic objects
- Using graphic objects to enhance worksheets and charts