

# Microsoft Excel Level 2



**Days of Training:** 1

**Prerequisites:**

The course assumes students know how to use a computer, that they are familiar with Microsoft Windows, and that they have taken the Level 1 course or have equivalent introductory experience with Excel.

**Audience:**

Students will benefit most from this course if they want to use Excel to perform real-world tasks such as rearranging and presenting complex data.

**Course Description:**

Our Microsoft Excel Level 2 builds on the basic concepts and skills of our Excel Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Excel: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users.

**OUTLINE:**

**INTRODUCTION**

- Course setup

**CHAPTER 1: MANAGING WORKBOOKS**

- Module A: Managing worksheet
- Module B: Customizing Excel

**CHAPTER 2: NAMED RANGES**

- Module A: Using names in formulas

**CHAPTER 3: TABLES**

- Module A: Sorting
- Module B: Filtering tables
- Module C: Structured references
- Module D: Validation
- Module E: Transposing data

**CHAPTER 4: SUMMARIZING DATA**

- Module A: Consolidation
- Module B: Subtotals

**CHAPTER 5: PIVOT TABLES**

- Module A: Creating and formatting PivotTables
- Module B: Manipulating PivotTables
- Module C: PivotCharts

**CHAPTER 6: PRESENTATION FEATURES**

- Module A: Conditional formats
- Module B: Custom formats
- Module C: Graphics

**CHAPTER 7: ADVANCED CHARTS**

- Module A: Special chart types
- Module B: Sparklines
- Module C: Quick Analysis

**CHAPTER 8: COLLABORATION**

- Module A: Permissions
- Module B: Comments