

# Microsoft Excel Level 2

## Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

## Target Student

This course is for those who know the basics of Excel, who want to know how to access all the functions available in Excel and use the Tables feature to make it easier to work with a spreadsheet. Students will also learn how to use styles to quickly apply a consistent format throughout a spreadsheet, and to use Conditional Formatting to allow you to easily see when numbers or words fall into patterns. It's also for those who want to use the power of PivotTables to easily analyze and summarize data, use the Comments, Text to Columns and Subtotals feature, and create charts..

## Prerequisites

It's recommended that participants have taken Excel Level 1 or have equivalent knowledge.

## Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

## Course Outline

### Mastering Functions

Absolute Cell References

Insert and Edit Functions

Date & Time Functions

SUMIF & COUNTIF Function

Using Logical Functions (IFS)

Using Lookup Functions (XLOOKUP)

### Working with Tables

Create and Format a Table

Sort and Filter

Calculations in a Table

### Advanced Formatting

Create, Apply & Modify Cell Styles

Conditional Formatting

Managing Conditional Formatting

## Pivot Tables

Create a PivotTable

Change PivotTable Calculation

Filter & Sort a PivotTable

PivotTable Layout

Grouping

Format a PivotTable

Creating a PivotChart

Slicers & Timeline

## Other Topics

Flash Fill

Add Comments to Cells

Using Text to Columns

Using Subtotals

Create a Chart

## Also Includes

- Reference Material.
- Certificate of completion.