



Microsoft Excel – Level 2

Duration: 1 Day

Course Description

Learn formulas and advanced functions, create and format tables, sort and filter, add and format graphics, and protect a workbook. Work with functions and lists, create advanced formulas, protect your spreadsheets and work with custom view.

Course Content

Use Tables

- Create a Table from Data
- Modify Table Format and Structure
- Use Structured References in a Table

Sort and Filter

- Use Basic Sort Options
- Advanced Sort Options
- Use Autofilters
- Create Custom Autofilters
- Use Advanced Filters
- Use Data Validation
- Use Database Functions

Formulas and Functions

- Understand Mathematical Operators
- Use AutoFunctions
- Use Relative and Absolute References
- Function Ribbon and Overview of Categories
- Use the Insert Function Wizard and Dialog Box
- Use Text, Financial, Date, and Logical Functions
- Name and Use Ranges of Cells in Formulas
- Trace and Remove Trace Arrows

Enhance A Workbook

- Insert Symbols and Characters
- Add and Format Shapes
- Manipulate Shapes
- Use and Modify SmartArt
- Add and Format Text Boxes
- Hyperlinks

Protect and Finalize

- Add Protection
- Allow Edit Options within Protection
- Customize Excel Options

Views

- Create Custom Views
- Hide Workbooks, Sheets and Cells