

Microsoft Excel Level 2

Course EXL-02

1 Day

Instructor-led, Hands on

Introduction

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Microsoft Office Excel® to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

During this one-day, instructor-led course, students will learn how to perform advanced calculations; use advanced functions, including IF and VLookup; use sort and filter options; create Excel tables; create Excel templates and themes; create pivot tables and pivot charts; create and modify charts; and use Excel Sparklines.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

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

- Perform and use advanced calculations in worksheets
- Calculate using IF functions
- Use the VLookup function
- Use database functions
- Create Excel tables
- Create Excel templates and themes
- Create Pivot tables and Pivot charts
- Create and modify charts
- Use Excel Sparklines

Prerequisites

Completion of the following course or equivalent knowledge and skills is recommended:

- Microsoft Excel Level 1

Course Outline

Module 1: Performing Advanced Calculations

- Naming Cell Ranges
- Editing Cell Ranges
- Calculating Functions on Multiple Ranges
- Calculating Data with Multiple Sheets
- Calculating Date Functions
- Using Formula Functions

Module 2: Using Advanced Functions

- Calculating Using IF Functions
- Using the VLOOKUP Function
- Using Database Functions

Module 3: Using Sort and Filter Options

- Sorting Data
- Creating a Filter
- Creating an Advanced Filter

Module 4: Creating Excel Tables

- Inserting an Excel Table and Creating a Table Style
- Creating Table Calculations
- Filtering Tables
- Creating Subtotals

Module 5: Creating Excel Templates and Themes

- Using a Built-in Excel Template
- Creating a Template from an Existing Workbook
- Creating an Excel Theme

Module 6: Creating Pivot Tables and Pivot Charts

- Creating a Pivot Table
- Pivoting Data in a Pivot Table
- Creating a Pivot Chart
- Changing the Look of a Pivot Chart
- Creating and Modifying Charts

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- Creating Charts
- Working with Chart Layouts
- Formatting a Chart

Module 7: Using Excel Sparklines

- Building Sparklines
- Customizing Sparklines