

## MICROSOFT EXCEL – LEVEL 2

### DURATION:

Approx. 1 Day (6 hours)

### OVERVIEW:

In this course you will learn to sort and filter data, use calculations and formulas, create charts, and use and create templates.

### OUTLINE:

#### LESSON 1: WORK WITH LISTS OF DATA

This lesson shows the best-practice methods to create, manage and work with data contained within lists.

- Create Lists
- Sort Data in Lists
- Filter Data in Lists
- Add Data Validation Criteria
- Apply Conditional Formatting
- Create Sparklines
- Add Subtotals to Data in Lists

#### LESSON 2: UNDERSTAND HOW TO PERFORM CALCULATIONS WITH MORE ADVANCED FORMULAS

This lesson helps you to create more advanced formulas and calculations with ease.

- Create and Apply a Name for a Range of Cells
- Calculate Across Worksheets
- Calculate with Logical Functions (IF Statements)
- Calculate with Financial Functions
- Calculate with Lookup Functions (VLookup and HLookup)

#### LESSON 3: CREATING AND MODIFYING CHARTS

This lesson covers the creation of charts or graphs from your spreadsheet data.

- Create a Chart
- Format Chart Items
- Change the Chart Type

#### LESSON 4: CREATING AND USE TEMPLATES

This lesson covers the creation and use of your own Templates to speed the creation of spreadsheets that have a common structure.

- Create and use a Custom Template
- Add Comments into your spreadsheets
- Create Hyperlinks

#### LESSON 5: SHARING AND COLLABORATION

This lesson demonstrates how to share spreadsheets and work together on spreadsheets stored in OneDrive or SharePoint at the same time.

- Sharing Spreadsheets
- Realtime Collaboration with others