Excel Level 2

0191 3778377
sales@ittrainingsolutions.co.uk
contact us to book

Course Duration : 1 day

Course Overview

In Microsoft Office Excel Level 1, delegates created, edited, formatted, and printed basic spreadsheets. This course will enable delegates to streamline repetitive tasks and display spreadsheet data in more visually effective ways. The target students for this course are students who desire to gain the skills necessary to create spreadsheets from scratch using more advanced functions and formulas, sort and filter data, analyse data and present data in visual and vibrant ways.

Prerequisites

- Before starting this course, we recommended that delegates have attended the Microsoft Excel Level 1 course or have equivalent knowledge.

Objectives

Delegates will be able to :

- Use the IF function to automate tasks using tests.
- Create a summary sheet that will calculate the total for a range of sheets, without duplicating the data, ie. an expenses sheet that takes the monthly totals and displays them on a summary sheet.
- Filter a spreadsheet to show only the records that meet a specific criteria, ie. all surnames beginning with A.
- Display data in various graphical formats that can be easily understood by anyone not using Microsoft Excel.

Software Version

This course is suitable for:
Microsoft Excel 2007, 2010, 2013 and 2016

Course Content

RECAP of Performing calculations
Adding and Subtracting Numbers
Multiply and Division
Understanding BODMAS
Using the cell references
SUM function
AUTOSUM
Useful Basic Functions AVERAGE, MIN, MAX and COUNT

Using Absolute Referencing
Difference between Relative and Absolute References
Absolute Reference and Dollar Signs
Why use Absolute References
Applying an Absolute Reference in a formula

Tables
Creating Tables
Advantages of using tables
Adding data to tables
Working with Table Options
Slicers

Naming cells (Ranges)
Giving text to cells and ranges of cells
Create Name from Selection
Create Names using the Name Box
Using Names in formulas
Using the Name Manager

Linking within a workbook (3D-Referencing)
Linking within a workbook
Simple referencing in a worksheet
Calculating across multiple sheets using 3D-Referencing

Calculating Data with Logical Functions (IF Function)
IF functions
Understanding the IF function criteria
Using IF's to test or check your data

IT TRAINING SOLUTIONS LTD
Oakville | 14 Durham Road West | Bowburn | Durham | DH6 5AU
☏ 0191 3778377 | ✉ : enquiries@ittrainingsolutions.co.uk | www.ittrainingsolutions.co.uk

Conditional Formatting
Conditional Formatting Types
Highlight Cells different colours based on their value
Top Bottom Rules
Icon Sets
Data Bars
Colour Scales
Customising Conditional Formatting

Performing Date and Time Calculations
Date Shortcuts
Using TODAY and NOW functions
Using DATEDIF function
Using YEAR, MONTH, DAY, TEXT functions
Using NETWORKDAYS function

Comments
Adding, Editing and Deleting Comments

Data Validation
Specifying Validation Criteria
Controlling entry into a cell
Types of Validation Criteria
Creating a Drop-down List

Security
Protecting a worksheet and a workbook

Presenting Data Using Charts
Creating a chart
Modifying charts
Formatting charts
Advanced Chart Features
Multi-Axis charts
Quick Analysis Tool

Other Courses in this Series

Excel Level 1
Excel Level 3
Excel Analysing and Presenting Data with Pivot Tables and Dashboards
VBA using Excel
Excel PowerPivots and DAX Introduction

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- 1 delegate per computer
- Telephone and email support
- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises
- Laptops are available for training delivered at client's premises