

Microsoft Excel 2016/2013

Level 2

Course Overview

In this 1-day intermediate-level course, you will learn skills and techniques that go beyond the basics. You will learn how to format several worksheets at the same time. You will also learn to create formulas and functions that add cells from multiple worksheets. You will learn several intermediate-level mathematical functions and learn how to nest functions inside other functions. You will also learn how to filter, sort, and subtotal a list of data. You will learn various techniques for customizing a worksheet, including restricting data entry, protecting cells from modifications, adding comments, using conditional formatting, and creating a template. Additionally, you will learn how to create and modify charts, including column, bar, and pie charts. Prerequisite Course: Excel Level 1 or equivalent experience. You should come to this class with a working knowledge of creating basic worksheets, entering and editing data in cells, formatting text and numbers, copying and moving data, inserting and deleting columns and rows, creating basic formulas and functions, and using absolute cell references in formulas and functions.



Course Topics

Working with Multiple Sheets

- Grouping and Formatting Multiple Sheets
- Creating a Formula from Multiple Worksheets
- Resizing the Formula Bar
- Copying a Worksheet
- Renaming a Worksheet
- Editing a Multiple Sheet Formula
- Moving Through Multiple Sheets
- Consolidating Worksheets

Using Functions Beyond the Basics

- Customizing the Quick Access Toolbar
- Go Directly to the Open Dialog Box
- Using the IF Function
- Using the AND Function
- About the OR Function
- Using the TODAY Function
- Using the ROWS Function
- Using the COUNTA Function
- Using the AVERAGE Function
- Using the COUNTIF Function
- Summing Non-Contiguous Cells
- Recapping Functions
- Finding Help on Functions

Time Saving Tools

- Applying Cell Styles
- Changing a Workbook's Theme
- Creating an Outline
- Creating Views
- Displaying Views

Customizing a Worksheet

- Copying Cell Formatting
- Pasting Formats to Noncontiguous Cells
- Using Cell Comments
- About Content, Formatting, & Comments
- Applying Conditional Formatting
- Validating Data Entry
- Protecting Cells from Modifications
- Creating a Template
- Creating a New File based on a Template
- Reopening a Template File
- Storing a Template File on the Desktop

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Working with Lists

- About Lists
- Moving Through a List
- Freezing Panes
- Adding Data to a List
- Using Filters
- Applying Criteria for Multiple Columns
- Finding Inexact Matches
- Date Filter Options
- Sorting by One Column
- Sorting by Multiple Columns
- Sorting by Cell Color
- Generating Automatic Subtotals
- Using an Outline with Subtotals
- Displaying Multiple Subtotals
- Removing Subtotals

Creating Charts

- About Chart Data
- Creating a Quick Chart
- Switching Row and Column Headings
- Modifying Chart Data
- Changing the Chart Type
- Adding Labels
- Formatting Data Labels
- Changing the Chart Style and Colors
- Renaming a Chart Sheet
- Creating an Embedded Pie Chart
- Working with Embedded Charts
- Modifying Pie Chart Labels
- Moving a Chart
- Cutting Slices from a Pie Chart
- Creating Sparkline Charts
- Modifying Sparkline Charts