



Microsoft® Excel Level 2 (Intermediate)

Course Length: One Day

Prerequisites: Intro to PC's or basic computer knowledge; Excel Level 1 (Basic).

Course Description

This course is designed to give proficiency in using Microsoft Excel to create simple worksheets and charts that will be used for internal reports and data tracking.

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Unit 1: Working with large worksheets

Topic A: Viewing options
Topic B: Hiding, displaying, and outlining data
Topic C: Printing large worksheets

Unit 2: Using multiple worksheets and workbooks

Topic A: Using multiple worksheets
Topic B: Linking worksheets by using 3-D formulas
Topic C: Consolidating data
Topic D: Linking workbooks
Topic E: Managing workbooks

Unit 3: Customizing Excel

Topic A: Using the Options dialog box
Topic B: Customizing toolbars and menus

Unit 4: Advanced formatting

Topic A: Borders and shading
Topic B: Using special number formats
Topic C: Working with dates
Topic D: Working with styles
Topic E: Other advanced formatting

Unit 5: List management

Topic A: Examining lists
Topic B: Sorting and filtering lists
Topic C: Advanced filtering

Unit 6: Advanced charting

Topic A: Chart formatting options
Topic B: Using combination charts
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Unit 7: Documenting and auditing

Topic A: Auditing features
Topic B: Comments and text boxes
Topic C: Protection
Topic D: Workgroup collaboration

Unit 8: Using templates

Topic A: Built-in templates
Topic B: Creating and managing templates

Appendix A: Web discussions

Topic A: Creating and responding to Web discussions

Appendix B: MOS exam objectives map

Topic A: Core exam objectives
Topic B: Expert exam objectives

Course Objectives

At the end of this course, students will be able to:

- Navigate large worksheets effectively by using magnification, frozen panes, and split panes; and control the printing of large worksheets.
- Navigate, manage, and print multiple worksheets; link workbooks by using 3-D formulas; and summarize data by using the Consolidate command.
- Change the View, General, and Calculation settings of Excel; and customize toolbars and menus.
- Add borders and shading; apply special formats; create, apply, and modify styles; and change the orientation of cells.



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- Sort lists by columns; and filter lists based on complex criteria.
- Format data points; create combination charts and trend lines; and add and format graphic elements.
- Use auditing features; add comments and text boxes; and protect a worksheet or part of a worksheet.
- Work with Excel's built-in templates; and create and manage custom templates.