

MS EXCEL – LEVEL 2



Computer Smart TRAINING CENTRE

Learning Outcomes: *MS Excel level 2* shows you how to work more efficiently with workbooks and worksheets, enhance the appearance of data and worksheets, perform analysis using functions, and to use the sorting and filtering features to manage and analyse data.

Pre-Requisites: This level assumes prior knowledge of Microsoft Excel Level 1 ie: formulas. It would be beneficial to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Working With Worksheets:

- Copying And Renaming A Worksheet
- Moving Worksheets
- Inserting And Deleting Worksheets
- Grouping Worksheets
- Colour Coded Worksheet Tabs
- Creating 3d References
- Creating Formulas Across Worksheets

Adjusting a Worksheet:

- Inserting And Deleting Cells
- Inserting Columns And Rows
- Deleting Columns And Rows
- Re-Sizing Columns And Rows
- Hiding Gridlines
- Show/Hide Columns and Rows

Viewing a Worksheet:

- Freeze Columns and Rows
- Splitting Windows
- Using Zoom

Number Formatting Techniques:

- Using Alternate Currencies
- Formatting Dates
- Formatting Time
- Creating Custom Formats

Filling Data:

- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List

Absolute Referencing:

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References
- Tracing Precedents

Range Names:

- Creating Names Using The Name Box
- Using Names To Select Cells
- Creating A List Of Names
- Deleting Names

Logical Functions:

- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

Conditional Formatting:

- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options

Sorting Data:

- Performing An Alphabetical Sort
- Sorting On More Than One Column
- Sorting By Rows
- Sorting Numbered Lists

Filtering Data:

- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

Finding And Replacing:

- Finding Text
- Finding Cell References In Formulas
- Replacing Values
- Using Replace To Change Formulas
- Replacing Within A Range
- Finding Formats
- Finding Constants Using Go To Special
- Finding Formulas Using Go To Special
- Finding The Current Region

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