

MS Excel Level 2



Computer Smart Training Centre

SOFTWARE TRAINING SPECIALISTS

Learning Outcomes: When you have completed this course, you will be able to create more productive workbooks covering comprehensive formulas and function techniques, advanced formatting and charting features and data manipulation tools like goal seeking.

Course Pre-Requisites:

This level assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

Filling Data

- Understanding Filling
- Filling A Series & A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating & Modifying A Custom Fill List
- Deleting A Custom Fill List
- Extracting With Flash Fill
- Extracting Dates & Numbers

Worksheet Techniques

- Inserting & Deleting Worksheets
- Copying & Renaming A Worksheet
- Moving A Worksheet
- Hiding & Unhiding A Worksheet
- Copying A Sheet to Another Workbook
- Changing Worksheet Tab Colours
- Grouping Worksheets
- Hiding & Unhiding Rows & Columns
- Freezing Rows & Columns
- Splitting Windows

Page Set-up

- Strategies for Printing Worksheets
- Understanding Page Layout
- Using Built in Margins
- Setting Custom Margins
- Changing Margins by Dragging
- Centring on a Page
- Changing Orientation
- Specifying the Paper Size
- Setting the Print Area
- Clearing the Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting & Clearing the Background
- Settings Rows as Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines & Headings
- Scaling to a Percentage
- Fit to a Specific Number of Pages

Applying Borders

- Understanding Borders
- Applying a Border to a Cell
- Applying a Border to a Range
- Applying a Bottom & Top Border
- Removing Borders
- Using the More Borders Command
- Drawing Borders & a Border Grid
- Erasing Borders
- Formatting the Drawing Pencil

Absolute Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Creating Absolute Referencing
- Creating Mixed References

Essential Functions

- Key Worksheet Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions

Complex Formulas

- Scoping A Formula
- Long Hand Formulas
- Preparing for Complex Formulas
- Creating the Base Formula
- Adding More Operations
- Editing a Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching to Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

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Defined Names

- Understanding Defined Names
- Defining Names from Worksheet Labels
- Using Names in Typed Formulas
- Applying Names to Existing Formulas
- Creating Names Using the Name Box
- Using Names to Select Ranges
- Pasting Defined Names Into Formulas
- Defining Names for Constant Values
- Creating Names From a Selection
- Scoping Names to a Worksheet
- Using the Name Manager
- Documenting Defined Names

Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting for Fractions
- Padding Numbers Using Custom Formatting
- Aligning Numbers Using Custom Formats
- Customising the Display of Negative Values

Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top and Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines

The Quick Analysis Tools

- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables

Worksheet Tables

- Understanding Tables
- Creating A Table From Scratch
- Working with Table Styles
- Inserting Table Columns
- Removing Table Columns
- Converting A Table to a Range
- Creating A Table from Data
- Inserting or Deleting Table Records
- Removing Duplicates
- Sorting Tables
- Filtering Tables
- Renaming a Table
- Splitting a Table
- Deleting A Table

Chart Elements

- Understanding Chart Elements
- Adding A Chart Title
- Adding Axes Titles
- Repositioning the Legend
- Showing Data Labels
- Showing Gridlines
- Formatting The Chart Area
- Adding A Trendline
- Adding Error Bars
- Pasting Values From Formulas
- Adding A Data Table

Chart Object Formatting

- Understanding Chart Formatting
- Selecting Chart Objects
- Using Shape Styles
- Changing Column Colour Schemes
- Changing the Colour of a Series
- Changing Line Chart Colours
- Using Shape Effects
- Colouring the Chart Background
- Understanding & Using the Format Pane
- Exploding Pie Slices
- Changing Individual Bar Colours
- Formatting Text
- Formatting With Word/Art
- Changing Word Art Fill
- Changing WordArt Effects