



Microsoft Excel Training – Level 2 Course Contents - Duration: 1 Day

What we will learn:

Review of Excel Formulas

Accurately enter an Excel formula

Absolute References

Accurately enter a formula that uses absolute references

The IF Function

Construct IF function correctly to enter data into cells based on the result of a test

Using Flash Fill*

How get Excel to automatically fill columns with “patterns” of data
Examples of using Flash fill

Using Quick Analysis

Entering formulas using the Quick Analysis feature

Printing Techniques

Work with Page Layout View
Print Titles so that your data headings repeat on new pages
Control the printing of Headers and Footers

Using Slicers in an Excel Table*

Inserting Slicers
Using Slicers to filter data in an Excel Table
Customising Slicers

Creating Subtotals

Create subtotals on sorted data
Use an Outline to analyse Subtotals

Review Basic Excel Functions

Accurately enter SUM, MIN, MAX, AVERAGE, COUNTA and TODAY functions

Paste Special

Instantly swap rows and columns of data around
Link cells into other sheets accurately
Paste only the values from cells to remove a formula

Conditional Formatting

Analyse data by applying conditional formatting based on criteria e.g.: colour red cells with numbers greater than 100
Using Quick Analysis to apply Conditional Formatting.*

Introduction to the VLOOKUP Function

Correctly construct the VLOOKUP function to find data based on a lookup value
Using VLOOKUP to find values in an Excel Table

Creating Charts

How to insert a chart to show your data accurately
Modifying a chart
Work with different charts
Using Quick Analysis to create charts.*

Using an Excel Table

Use Table Styles to format substantial amounts of data for readability
Use Table Styles to analyse data
Using Quick Analysis to format as a Table

Sorting and Filtering Data

Sort data into alphabetical or numeric order
Use Custom Sorting to sort to more than one level
Filter data to show only the data you want to see