

Desktop application

MICROSOFT EXCEL 2007-2016 LEVEL 2

A 3D wireframe cube graphic, rendered in white lines on a dark background, positioned in the upper right corner of the page.

Course content

Formulae and Functions

- > Review of cell addressing within Formulae
- > Copying Formulae
- > Absolute cell referencing
- > Using the Average, Min and Max Functions
- > Creating IF Functions
- > Using VLookup Functions

Working with Data

- > Sorting Data
- > Filtering Data
- > Creating SubTotals
- > Creating Name Ranges
- > Using Names Ranges in Formulae

Working with Multiple Worksheets

- > Inserting and deleting sheets
- > Renaming Sheets
- > Copying and Moving sheets
- > Grouping sheets
- > Creating 3D references

Enhancing Worksheets with Charts

- > Creating and Editing Charts
- > Formatting Charts
- > Adding Trend Lines
- > Creating a Secondary Axis

Formatting Cells

- > Using Text Formats
- > Copying and Clearing Formats
- > Formatting Dates
- > Using Conditional Formats

Printing Worksheets

- > Print & Preview Options
- > Inserting Headers and Footers
- > Printing Titles
- > Using Page Break Preview

Course objectives

To ensure delegates have the right knowledge to make the most of Excel Workbooks.

Course type

Instructor-led hands on training with all delegates using a computer.

Course duration

One day

Pre-requisites

Basic use of Excel is assumed plus familiarity with spreadsheets in general. Attendees should have created their own spreadsheets including basic formulae.