

MICROSOFT EXCEL INTERMEDIATE – LEVEL 2



OUTCOMES

By the end of this course, you should be able to:

- Use the fill operations available to fill a data series
- Use a range of techniques to work with worksheets
- Protect data in worksheets and workbooks
- Use common worksheet functions
- Understand and create simple pivot tables
- Create more complex formulas and functions
- Apply a range of number formatting techniques to worksheet cells
- Apply conditional formatting to ranges in a worksheet
- Use goal seeking to determine the values required to reach a desired result
- Understand and use Excel's Quick Analysis tools
- Create and work with tables
- Use a range of elements and features to enhance charts
- Select and change the format of objects in a chart.

Course Outline

1. Filling Data

- a. Creating a Custom Fill List
- b. Modifying a Custom Fill List
- c. Deleting a Custom Fill List
- d. Extracting With Flash Fill
- e. More Complex Flash Fill Extractions
- f. Extracting Dates and Numbers

2. Worksheet Techniques

- a. Hiding a Worksheet
- b. Unhiding a Worksheet
- c. Copying a Sheet to Another Workbook
- d. Changing Worksheet Tab Colors
- e. Grouping Worksheets
- f. Hiding Rows and Columns
- g. Unhiding Rows and Columns
- h. Freezing Rows and Columns
- i. Splitting Windows

3. Protecting Data

- a. Understanding Data Protection
- b. Providing Total Access to Cells
- c. Protecting a Worksheet
- d. Working With a Protected Worksheet
- e. Disabling Worksheet Protection
- f. Providing Restricted Access to Cells
- g. Password Protecting a Workbook
- h. Opening a Password Protected Workbook
- i. Removing a Password From a Workbook

4. Essential Functions

- a. Key Worksheet Functions
- b. Using IF With Text
- c. Using IF With Numbers
- d. Nesting IF Functions
- e. The LOOKUP Function
- f. Using Counting Functions
- g. The Round Function
- h. Rounding Up and Rounding Down
- i. Manipulative Functions
- j. The MOD Function
- k. The TODAY Function
- l. The NOW Function
- m. The DATE Function
- n. Using VLOOKUP
- o. Using VLOOKUP for Exact Matches
- p. Using HLOOKUP

5. PivotTables

- a. Understanding PivotTables
- b. Recommended PivotTables
- c. Creating Your Own PivotTable
- d. Defining the PivotTable Structure
- e. Filtering a PivotTable
- f. Clearing a Report Filter
- g. Switching PivotTable Fields
- h. Formatting a PivotTable

6. Complex Formulas

- a. Scoping a Formula
- b. Long-Hand Formulas
- c. Preparing for Complex Formulas
- d. Creating the Base Formula
- e. Adding More Operations
- f. Editing a Complex Formula
- g. Adding More Complexity



- h. Copying Nested Functions
- i. Switching to Manual Recalculation
- j. Pasting Values From Formulas
- k. Documenting Formulas

7. Number Formatting Techniques

- a. Applying Alternate Currencies
- b. Applying Alternate Date Formats
- c. Formatting Clock Time
- d. Formatting Calculated Time
- e. Understanding Number Formatting
- f. Understanding Format Codes
- g. Creating Descriptive Custom Formats
- h. Custom Formatting Large Numbers
- i. Custom Formatting for Fractions
- j. Padding Numbers Using Custom Formatting
- k. Aligning Numbers Using Custom Formats
- l. Customizing the Display of Negative Values

8. Conditional Formatting

- a. Understanding Conditional Formatting
- b. Formatting Cells Containing Values
- c. Clearing Conditional Formatting
- d. More Cell Formatting Options
- e. Top Ten Items
- f. More Top and Bottom Formatting Options
- g. Working With Data Bars
- h. Working With Color Scales
- i. Working With Icon Sets
- j. Understanding Sparklines
- k. Creating Sparklines
- l. Editing Sparklines

9. Goal Seeking

- a. Understanding Goal Seeking
- b. Using Goal Seek

10. The Quick Analysis Tools

- a. Understanding Quick Analysis
- b. Quick Formatting
- c. Quick Charting
- d. Quick Totals
- e. Quick Sparklines
- f. Quick Tables



11. Worksheet Tables

- a. Understanding Tables
- b. Creating a Table From Scratch
- c. Working With Table Styles
- d. Inserting Table Columns
- e. Removing Table Columns
- f. Converting a Table to a Range
- g. Creating a Table From Data
- h. Inserting or Deleting Table Records
- i. Removing Duplicates
- j. Sorting Tables
- k. Filtering Tables
- l. Renaming a Table
- m. Splitting a Table
- n. Deleting a Table

12. Chart Elements

- a. Understanding Chart Elements
- b. Adding a Chart Title
- c. Adding Axes Titles
- d. Repositioning the Legend
- e. Showing Data Labels
- f. Showing Gridlines
- g. Formatting the Chart Area
- h. Adding a Trend line
- i. Adding Error Bars
- j. Adding a Data Table

13. Chart Object Formatting

- a. Understanding Chart Formatting
- b. Selecting Chart Objects
- c. Using Shape Styles
- d. Changing Column Color Schemes
- e. Changing the Color of a Series
- f. Changing Line Chart Colors
- g. Using Shape Effects
- h. Coloring the Chart Background
- i. Understanding the Format Pane
- j. Using the Format Pane
- k. Exploding Pie Slices
- l. Changing Individual Bar Colors
- m. Formatting Text

