2016, 2019

Microsoft Excel Level 2   1 Day

Learn to organize, protect and display data using formulas and functions, multiple workbooks, charts, and advanced formatting.

LEARNING OBJECTIVES

At the end of this course, you will be able to:

- Organize, protect, and display data using various tools
- Use the IF function, create linking formulas, and manage links
- Manage and arrange multiple workbooks, insert and manage multiple worksheets within a workbook, and consolidate data from multiple sources
- Create and modify charts to present data effectively; customize charts to enhance their appearance
- Create, apply and modify styles to format worksheets consistently and quickly; use comments, text boxes to annotate worksheets, and sparklines to highlight and explain data

WHO SHOULD ATTEND

- Users familiar with Microsoft Excel 2016

MATERIALS AND FEES

Course materials will be provided to each learner. Required Software: MS Excel 2016 or MS Excel 2019 required (not included with course materials). MS Excel 2013 or earlier not supported. This course does not support Mac computers.

COURSE OUTLINE

Worksheet Organization

- Managing Range Names
- Creating and Using Workbook Templates
- Applying Worksheet Security
- Creating and Using Outlines

Advanced Formulas

- Using the IF Function
- Linking Formulas
- Modifying and Restoring Links

Using Multiple Workbooks and Worksheets

- Working with Multiple Workbooks
- Working with Multiple Worksheets
- Consolidating Data

Working with Charts

- Creating Charts
- Changing Chart Data
- Modifying Chart Elements
- Creating Custom Charts

Applying Formatting

- Working with Styles
- Annotating Worksheets
- Using Sparklines

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HOW TO REGISTER

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