

Microsoft Excel 2010/2007

Level 2

Course Overview

In this 1-day intermediate level course, you will learn skills and techniques that go beyond the basics. You will learn how to format several worksheets at the same time. You will also learn to create formulas and functions that add cells from multiple worksheets. You will learn several intermediate level mathematical functions and learn how to nest functions inside other functions. You will also learn to filter, sort, and subtotal a list of data. You will use various techniques for customizing a worksheet, including restricting data entry, protecting cells from modifications, adding comments, using conditional formatting, and creating a template. Additionally, you will learn to create and modify charts, including column, bar, and pie charts. Prerequisite Course: Excel Level 1 or equivalent experience.



Course Topics

Using Multiple Sheets

- Grouping and Formatting Multiple Sheets
- Adding Cells from Multiple Sheets using a Formula
- Adding Cells from Multiple Sheets using SUM
- Resizing the Formula Bar
- Copying a Worksheet
- Renaming a Worksheet
- Editing a Multiple Sheet Formula
- Moving Through Multiple Sheets

Using Functions Beyond the Basics

- Using the IF Function
- Using the AND Function
- About the OR Function
- Using the TODAY Function
- Using the ROWS Function
- Using the COUNTA Function
- Using the AVERAGE Function
- Using the MEDIAN Function
- Using the COUNTIF Function
- Summing Non-Contiguous Cells

Working with Lists

- Moving Through a List
- Freezing Panes
- Adding Data to a List
- Using Filters
- Removing Filter Criteria
- Filtering for Blanks
- Applying Criteria to Multiple Columns
- Removing All Criteria
- Finding Inexact Matches
- Finding High or Low Values
- Turning Filters Off

- Sorting by One Column
- Sorting by Multiple Columns
- Sorting by Color
- Generating Automatic Subtotals
- Using an Outline with Subtotals
- Displaying Multiple Subtotals
- Removing Subtotals

Customizing Spreadsheets

- About Content, Formatting, and Comments
- Copying Formatting
- Using Cell Comments
- Applying Conditional Formatting
- Validating Data Entry
- Protecting Cells from Modifications
- Creating a Template
- Using a Template

Creating Charts

- About Chart Data
- Creating a Quick Chart
- Switching Row and Column Headings
- Modifying Chart Data
- Changing the Chart Type
- Adding and Modifying Labels
- Changing Chart Colors
- Creating an Embedded Pie Chart
- Working with Embedded Charts
- Modifying Pie Chart Labels
- Changing the Chart Location
- Renaming a Chart's Sheet Tab
- Deleting a Chart Sheet