

This course is suitable for those who are currently using MS Excel on a regular basis but may not have attended formal training recently or may never have attended training. It is also the next step for those who have already completed Excel Level One and would like to explore further functionality available within MS Excel. **You should have a good working knowledge of Excel before attending this training, if this is not the case, please complete the Excel Level One course prior to attending this Level Two programme.**

We will begin the day with an overview of some of the Level One topics. This will act as a recap for those who have already attended Level One, and will ensure that the experienced users who have not attended Level One become more aware of the use of Speed Keys etc. We will then cover some of the intermediate topics - working with and linking multiple worksheets, creating charts, managing lists (Sorting & AutoFilter) among some other options.

Excel Basics (An Overview)

- ✓ Review of Excel Basics concentrating on quick methods of performing commonly used commands / features including an overview of Speed Keys

Formatting

- ✓ Advanced Formatting Options
- ✓ Using the Format Painter
- ✓ Deleting Formats
- ✓ Using AutoFormat
- ✓ Conditional Formatting

Viewing and Modifying Worksheets

- ✓ Zoom Setting
- ✓ Splitting a Worksheet
- ✓ Freezing Titles
- ✓ Print Titles
- ✓ Hiding and Unhiding Columns and Rows

Formulae and Functions

- ✓ Recap of Basic Formulae
- ✓ Recap of Basic Functions
- ✓ Copying Formulae
- ✓ Relative vs. Absolute cell addressing

Custom Lists

- ✓ Working with Text Lists in Excel
- ✓ Creating Custom Lists
- ✓ Incrementing Numbers & Dates

Working with Multiple Worksheets

- ✓ Switching between sheets
- ✓ Inserting a new sheet
- ✓ Deleting sheets
- ✓ Renaming a sheet
- ✓ Moving / Copying sheets
- ✓ Group Edit
- ✓ Linking sheets using Formulae

Charts and Drawing Tools

- ✓ Creating a chart
- ✓ The Chart Wizard
- ✓ The Charting Toolbar
- ✓ Moving / Resizing the chart
- ✓ Formatting charts
- ✓ Changing the Chart Type
- ✓ Working with Drawing Tools

Database Features

- ✓ Sorting Records
- ✓ Using AutoFilter

Working with Dates

- ✓ Formatting Dates
- ✓ Date Calculations
- ✓ The Today Function