



# Microsoft Excel Level 2

Office 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

## Lesson 1: Advanced Calculations and Formatting

- Naming Cell Ranges
- Editing Cell Ranges
- Calculating Functions on Multiple Ranges
- Calculating Data with Multiple Sheets
- Calculating Date Functions
- Using New Excel 2013 Functions \*
- Customizing Advanced Number Formats
- Using Conditional Formats

## Lesson 2: Using Advanced Functions

- Using the PMT Function
- Calculating Using IF Functions
- Using the VLOOKUP Function
- Using Database Functions

## Lesson 3: Sorting and Filtering Table Data

- Sorting Data
- Creating a Filter
- Creating an Advanced Filter

## Lesson 4: Creating Excel Tables

- Inserting an Excel Table and Creating a Table Style
- Creating Table Calculations
- Filtering Tables
- Creating Subtotals

## Lesson 5: Creating Excel Templates

- Using a Built-in Excel Template
- Creating a Template from an Existing Workbook
- Creating an Excel Theme

## Lesson 6: Creating Pivot Tables and Pivot Charts

- Creating a Pivot Table
- Pivoting Data in a Pivot Table



- Creating a Pivot Chart
- Changing the Look of a Pivot Chart

### **Lesson 7: Working with Charts**

- Creating Charts
- Working with Chart Layouts
- Formatting a Chart

### **Prerequisites**

Excel Level 1 equivalent working knowledge

To register or for more information call our office **(208) 898-9036** or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)



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