



Versatéo

Software Training solutions

Excel Level 2 A One-Day Training Course

Course Aims

This course introduces users to more advanced features of Excel. This 'hands on' course includes specially prepared exercises that give participants practical experience of using the more advanced features of Excel.

Course Outline

Sorting and filtering data

- Create a Data List
- Single and Multi-Level Sorts/Applying Filters

Using Styles

- Creating and Applying a New Style
- Modifying Styles
- Copying Styles Between Workbooks

More Advanced Formulae

- Financial and Statistical Functions; ROUND Functions
- Text Functions and Logical Functions
- Nested Functions

Navigating Worksheets and Workbooks

- Working with Multiple Workbooks
- Working with Large Sheets
- Using Panes & Zoom; Freezing Panes
- Using 3D references
- Worksheet Linking

Productivity Features

- Protecting the Worksheet/Part of Worksheet
- Hide/Unhide Data
- AutoCorrect
- The Spelling Checker
- Working with Comments

Custom Number and Conditional Formatting

- Apply Number Formats
- Custom Number & Date Formats
- Using Conditional Formats

Using Named Ranges

- Add and Delete a Named Range
- Using a Named Range in a Formula

Working with Multiple Workbooks

- Creating Custom Views; Creating a Workspace File
- Using Workspace Files; Linking Workbooks
- Creating Formulae to Link Data

Working with Toolbars

- Displaying Hidden Toolbars
- Floating and Docking Toolbars
- Customising & Creating Toolbars

Target Audience

Users with a basic understanding of Excel who want to consolidate and expand on their knowledge of the basic features in a short space of time.

Assumed Knowledge

Delegates should have a good working knowledge of Excel and must be able to create, format and print workbooks that incorporate basic mathematical, financial and logical functions and charts.

Training path

Level 1 - New users with little or no experience, creating and modifying spreadsheets.

Level 2 - Providing existing users with an understanding of more advanced features

Level 3 - Advanced functions, automation and customisation of workbooks