

### Microsoft Excel Level 2

**Prerequisites:** Microsoft Windows Fundamentals and Microsoft Excel Fundamentals; or equivalent experience. In addition, Web browsing experience is strongly recommended.

**Schedule:** Full day

#### Course Objectives

- Create and apply templates
- Create and modify charts
- Work with graphic objects
- Calculate with advanced formulas
- Sort and filter data
- Use Excel with the Web

#### Course Outline

##### Lesson 1: Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template
- Working with Comments
- Create a Hyperlink
- Hyperlink
- Use Web-based Research Tools
- Web-based Research Tools

##### Lesson 2: Creating and Modifying Charts

- Create a Chart
  - o Chart
  - o Chart Type
- Format Chart Items
  - o Chart Items
- Change the Chart Type
- Create a Diagram
  - o Diagram

##### Lesson 3: Working with Graphic Objects

- Insert Graphics
  - o Graphic Objects
- Create AutoShapes
  - o AutoShapes
- Format Graphic Objects
- Change the Order of Graphic Objects
  - o Layering
- Group Graphic Objects
  - o Grouping
- Move, Copy, and Resize Graphic Objects

##### Lesson 4: Calculating with Advanced Formulas

- Create and Apply a Name for a Range of Cells
  - o Range Name
- Calculate Across Worksheets
  - o Three-dimensional Cell Reference
- Calculate with Date and Time Functions
  - o Function Categories
  - o Date and Time Functions
- Calculate with Financial Functions
  - o Financial Functions
- Calculate with Statistical Functions
  - o Statistical Functions
- Calculate with Lookup and Reference Functions
  - o Lookup and Reference Functions
- Calculate with Logical Functions
  - o Logical Functions

##### Lesson 5: Sorting and Filtering Data

- Sort Data Lists
  - o Sort
- Filter Data Lists
  - o Filter
- Create and Apply Advanced Filters
  - o Filter Options
- Calculate with Database Functions
  - o Database Functions
- Add Subtotals to a Worksheet
- Subtotals

##### Lesson 6: Using Excel with the Web

- Export Excel Data
  - o Export
  - o File Types
- Publish a Worksheet to the Web
- Import Data from the Web
  - o Import
- Create a Web Query
  - o Web Query

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