

Excel - Level 2

Category: Microsoft Office, Microsoft Excel

Overview of shortcuts

- Recap of Shortcuts and Tips
- Customising the Ribbon to include useful shortcuts
- Refresh on everyday Formulae
- Recap of Absolute Cell Referencing

Range Names

- Create Range Names
- Navigate using Range Names
- Print Range Name Areas
- Create Formulae using Range Names

Creating Spreadsheets

- Learn how to setup 3D spreadsheets which have identical design and data on each sheet
- Setup Print design for all sheets, including Headers and Footers

- Copy, Move, Rename, Colour Sheet Tabs
- Hide and Unhide Tabs
- Link data from one sheet to another with Formulae
- Group and Edit all sheets

Linking Data

- Copying worksheets
- Tips for Copying to New Spreadsheets
- Linking data from one file to another

Advanced Functions

- IF Statements (includes nested IFs)
- VLOOKUP and HLOOKUP
- COUNTIF

Conditional Formatting

- Apply Shading, Icon Sets and DataFills to cells based on criteria
- Format Painter

Data Validation

- Setting up Restriction on how Cells are Inputted as Dates, Numbers or Time

- Setting up Cell Entries as a List
- Range Names and Tables in Data Validation
- Limit the Characters of a Cell Entry
- Create Error Messages

Working with Large Data

- Split your Worksheet
- Freeze Panes
- Tips on Formatting
- Hiding and Unhiding Columns and Rows
- AutoFilter including tips and tricks
- Sort and Custom Sort
- Removing Duplicates

Date Functions

- Entering date Formulae
- Today Formula
- Customising Date Formats

Text Functions

- Use the Trim, Proper, Left and Right Functions
- Concatenate Text
- Text to Columns
- Paste Special Options
- Flash Fill

Tables

- Creating Tables
- Formatting Tables
- Totals in Tables

Pivot Tables

- Preparation of Data
- Create Pivot Tables
- Create Dynamic Pivot Tables
- Format Data
- Group Data in Pivot Tables
- Sorting inside Pivot Tables

- Conditional Formatting in Pivot Tables
- Creating Tabs from Data
- Refresh Data
- Report Layouts
- Report Subtotals
- Slicers
- Pivot Charts

Charting

- Creating Charts Using a Function Key
- Creating Charts Using the Insert Tab
- Changing the Chart Type
- Formatting Charts
- Adding Titles and Customising
- Sparkline's

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and

realise their full potential whilst clients achieve their corporate goals.

Who Should Attend?

Existing users of Excel who wish to learn how to use Excel effectively.

Prerequisites

Delegates will need to have a good working knowledge of creating/formatting simple spreadsheets, basic formulas and functions for example AutoSum. You will be self taught or would of attended our [Excel Level 1](#) course.

Course Objectives

Our Level 2 course, which will see you learning at a steady pace, and will show you how to; create dynamic spreadsheets, create 3D workshops that are linked, use essential advanced formulas, manipulate large data within Excel tables and analyse data through Pivot Tables and Charts. We will provide you with the tips and shortcuts to change the way you use Excel, saving you valuable time and improving your efficiency.

Course Duration

2 Days

Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead, Aberdeen and Ireland.

Closed courses can also be delivered in European countries such as Austria, Belgium, Denmark, Greece, France, Finland, Hungary, Italy, Ireland, Netherlands, Norway, Portugal, Spain, Poland, Sweden, Switzerland and off shore.... Either in English or local languages.

Course Dates

[View our full course schedule here.](#)

Software Versions

We offer training solutions for all versions of Excel - 2003, 2007, 2010, 2013, 2016 and Office 365.

Related Courses

- [Excel Level 1](#)
- [Excel Level 2 Express](#)
- [Excel Level 3](#)
- [Excel PowerPivot](#)
- [Excel Dashboards](#)

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

T: +44 (0)151 650 6907

E: enquiries@squareonetraining.com