

Excel - Level 2 Express

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

Advanced Functions

- IF Statements
- VLOOKUP
- COUNTIF

Conditional Formatting

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

Working with Large Data

- Split your Worksheet
- Freeze Panes
- Use AutoFilter (Quick overview as most already use. Handy tips are however covered)
- Sort and Custom Sort

Text Functions

- Use the Trim, Proper, Left and Right Functions
- Concatenate Text
- Text to Columns
- Removing Duplicates
- Flash Fill

Tables

- Creating Tables
- Formatting Tables

Pivot Tables

- Preparing data for a Pivot Table
- Create Pivot Tables
- Format Data
- Group Data in Pivot Tables
- Refresh Data
- Slicers

Charting

- Creating Charts Using a Function Key
- Creating Pivot Charts
- Changing the Chart Type
- Formatting Charts
- Adding Titles and Customising

- Sparklines

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?

This course is aimed at existing users of Excel who would like to become more confident in the software in a short period of time.

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

This hands-on interactive training will give you many tips and shortcuts to make you more confident in Excel and save valuable time. Our Express course, which will see you learning at a faster pace, will show you how to; use essential advanced formulas, manipulate large data within Excel tables and analyse data through Pivot Tables and Charts.

Course Duration

1 Day

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](#)
- [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