

Course 122 – Microsoft Excel Level 2

Duration: 1 day

You Will Learn How To

- Make formulas easier to understand using named ranges
- Use functions such as XLOOKUP, string and date functions
- See different “What-if” scenarios using the Scenario Manager
- Group data and see subtotals
- Create more engaging reports by adding images
- Visualize data using charts
- Take advantage of Excel Tables
- Apply different styles and conditional formatting

Course Benefits

Microsoft Excel has many time saving tools that will help you become even more productive. This advanced Excel course covers a wide range of topics that will help you take full advantage of Excel’s powerful features.

Who Should Attend

Anyone who wants to use Microsoft Excel to create spreadsheets and automate data processing. Basic Excel knowledge at the level of Course 121 is expected.

Course Content

Advanced Formula Tasks

- Understanding Relative and Absolute Cell References

- Using Multiple Cell References
- Using 3D References

Working with Named Ranges

- Understanding Named Ranges
- Defining Named Ranges
- Editing Named Ranges
- Deleting Named Ranges
- Using Named Ranges in Formulas

Using Advanced Functions

- Using PROPER, UPPER, and LOWER Functions
- Using the TRIM Function
- Using LEN and SUBSTITUTE Functions
- Using LEFT, RIGHT, and MID Functions
- Using the CONCAT Function
- Using TODAY, NOW, DATE, and TIME Functions
- Using YEAR, MONTH, DAY Functions
- Using VLOOKUP, HLOOKUP, XLOOKUP Functions
- Using SUMIF, COUNTIF, and AVERAGEIF Functions
- Using IF, AND, OR Functions
- Using PMT Function

Outlining and Grouping Data

- Outlining Data
- Showing and Hiding Outline Details
- Grouping Data
- Creating Subtotals



- Removing Outlining and Grouping

Working with Scenarios

- Creating Scenarios
- Loading Scenarios
- Merging Scenarios
- Editing Scenarios
- Creating a Scenario Summary Report
- Deleting Scenarios

Working with Images

- Inserting Smart Art
- Inserting Text Boxes
- Inserting WordArt
- Inserting Pictures
- Inserting Icons
- Drawing Shapes

Visualizing Your Data

- Inserting a Chart
- Choosing a Chart Type
- Changing Colors
- Adding Axis Titles
- Adding Chart Title
- Adding Data Labels
- Adding Gridlines
- Adding a Legend
- Using Quick Layout
- Switching Rows and Columns
- Using Chart Options

Working with Tables

- Why Use Tables?
- Converting a Range to a Table
- Modifying Tables

- Defining Titles
- Converting a Table to a Range

Advanced Formatting

- Using Styles
- Creating and Modifying Templates
- Using Conditional Formatting

About ActiveLearning, Inc.

ActiveLearning is a trusted provider of IT training and certifications. It has helped thousands of organizations by equipping their teams with the IT skills necessary to implement their digital transformation initiatives.

Founded in 2006, ActiveLearning now offers a comprehensive training portfolio, including ITIL, agile, cybersecurity, web development, UX, cloud computing, and more. ActiveLearning's courses are taught by expert instructors. Attendees enjoy learning through a combination of comprehensive instructor-led lectures and hands-on exercises. With ActiveLearning's Virtual Labs, attendees can remotely access a virtual machine that's already preconfigured with all the software tools that they will use throughout the course.