



## MS-Excel Level 2 Training Seminar

### **Who Should Attend:**

This seminar is ideal for persons who wish to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare persons who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format and print basic worksheets.

**Duration:** 2 days

**Prerequisite:** MS-Excel Level 1

### **Objectives:**

At the end of this training seminar participants will be able to:

- Calculate with advanced formulas
- Organize worksheet and table data using various techniques
- Create and modify charts
- Analyze data using pivot tables and pivot charts
- Insert graphic objects
- Customize and enhance workbooks and the Microsoft office excel environment

### **Content:**

#### **Lesson 1: Calculating Data with Advanced Formulas**

- Topic 1A: Manage Cell and Range Name
- Topic 1B: Calculate Data Across Worksheets
- Topic 1C: Use Specialized Functions
- Topic 1D: Analyze Data with Logical and Lookup Function

#### **Lesson 2: Organizing Worksheet and Table Data**

- Topic 2A: Create and Modify Tables
- Topic 2B: Format Tables
- Topic 2C: Sort or Filter Worksheet or Table Data

- Topic 2D: Calculate Data in a Table or Worksheet

### **Lesson 3: Presenting Data Using Charts**

- Topic 3A: Create a Chart
- Topic 3B: Modify Charts
- Topic 3C: Format Charts

### **Lesson 4: Analyzing Data Using PivotTables and Pivot Charts**

- Topic 4A: Create a PivotTable Report
- Topic 4B: Analyze Data Using Pivot Charts

### **Lesson 5: Inserting Graphic Objects**

- Topic 5A: Insert and Modify Pictures and ClipArt
- Topic 5B: Draw and Modify Shapes
- Topic 5C: Illustrate Workflow Using Smart Art Graphics
- Topic 5D: Layer and Group Graphic Objects

### **Lesson 6: Customizing and Enhancing Workbooks and the Excel Environment**

- Topic 6A: Customize the Excel Environment
- Topic 6B: Customize Workbooks
- Topic 6C: Manage Themes
- Topic 6D: Create and Use Templates