

# Microsoft Excel Level Two

## Functions, Charts & More

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this Level Two course is to build on the knowledge gained in the Level One “The Essentials” Excel course, and to extend the Excel users knowledge of Excel functions and show users how to create and manipulate charts, apply conditional formatting, apply protection and more. Attendees must be able to do basic arithmetic formulas and use the basic functions SUM, AVERAGE, MAX, MIN and COUNT.

### COURSE CONTENT

#### ABSOLUTE and RELATIVE CELL REFERENCES in FORMULAS

<input type="checkbox"/> WORK WITH RELATIVE & ABSOLUTE CELL REFERENCES IN A FORMULA	<input type="checkbox"/> SHOW FORMULAS AND REVISE FORMULAS
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#### STATISTICAL Functions

<input type="checkbox"/> SUMFUNCTION	<input type="checkbox"/> AVERAGE FUNCTION
<input type="checkbox"/> COUNT FUNCTION	<input type="checkbox"/> COUNTA FUNCTION
<input type="checkbox"/> MAX FUNCTION	<input type="checkbox"/> MIN FUNCTION
<input type="checkbox"/> MODE FUNCTION	<input type="checkbox"/> FREQUENCY FUNCTION

#### LOGICAL Functions

<input type="checkbox"/> IF FUNCTION	<input type="checkbox"/> NESTED IF FUNCTION
<input type="checkbox"/> OR FUNCTION	<input type="checkbox"/> AND FUNCTION
<input type="checkbox"/> NOT FUNCTION	<input type="checkbox"/> IS FUNCTIONS

#### MATH & TRIG Functions

<input type="checkbox"/> SUMIF FUNCTION	<input type="checkbox"/> SUMIFS FUNCTION
<input type="checkbox"/> AVERAGEIF FUNCTION	<input type="checkbox"/> AVERAGEIFS FUNCTION
<input type="checkbox"/> COUNTIF FUNCTION	<input type="checkbox"/> COUNTIFS FUNCTION

#### LOOKUP Functions

<input type="checkbox"/> THE VLOOKUP FUNCTION	
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#### TEXT Functions

<input type="checkbox"/> AMPERSAND	<input type="checkbox"/> PASTE SPECIAL
<input type="checkbox"/> UPPER FUNCTION	<input type="checkbox"/> LOWER FUNCTION
<input type="checkbox"/> PROPER FUNCTION	<input type="checkbox"/> TEXT TO COLUMNS

#### DATE, TIME and CELL Functions

<input type="checkbox"/> TODAY FUNCTION	<input type="checkbox"/> NOW FUNCTION
<input type="checkbox"/> DAY, MONTH, YEAR FUNCTIONS	<input type="checkbox"/> CELL FUNCTION

#### AUDITING and TRACKING CHANGES

<input type="checkbox"/> TRACE PRECEDENTS & DEPENDENTS	<input type="checkbox"/> INSERT, EDIT, DELETE & PRINT COMMENTS
<input type="checkbox"/> TRACK & REVIEW CHANGES	<input type="checkbox"/> TRACE FORMULA ERROR

#### PROTECTING AND SHARING a WORKBOOK

<input type="checkbox"/> PROTECTING CELLS & THE WORKSHEET	<input type="checkbox"/> PROTECTING THE WORKBOOK & FILE
<input type="checkbox"/> UNPROTECTING SHEET, WORKBOOK & FILE	<input type="checkbox"/> SHARING WORKBOOK

#### LINKING to CELLS

<input type="checkbox"/> LINKING TO CELLS & SHEETS	<input type="checkbox"/> LINKING TO WORKBOOKS
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#### CONDITIONAL FORMATTING

<input type="checkbox"/> HIGHLIGHT RULES, ICON SETS, DATA BARS	<input type="checkbox"/> COLOR SCALES & MANAGING RULES
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#### DRAWING TOOLS

<input type="checkbox"/> SHAPES, PICTURES & SMARTART	<input type="checkbox"/> SCREENSHOT & SCREEN CLIPPINGS
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#### CHARTS

<input type="checkbox"/> CREATING CHARTS	<input type="checkbox"/> ADDING DATA TO CHARTS
<input type="checkbox"/> EDIT LEGEND & CONTROL SERIES ORDER	<input type="checkbox"/> CHART TYPES & COMBINING CHART TYPES
<input type="checkbox"/> WORKING WITH PRIMARY & SECONDARY AXES	<input type="checkbox"/> CHART ELEMENTS; TITLES, LEGENDS, GRIDLINES
<input type="checkbox"/> CHART ELEMENTS; DATA LABELS & DATA TABLES	<input type="checkbox"/> CHART ELEMENTS; ERROR BARS & TRENDLINES
<input type="checkbox"/> MOVE CHART LOCATION	<input type="checkbox"/> CHART STYLES & LAYOUTS & SPARKLINES

#### HIDE and UNHIDE ROWS and COLUMNS

<input type="checkbox"/> HIDE & UNHIDE ROWS & COLUMNS	
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#### PAGE BREAKS, PAGE LAYOUT and PRINT AREAS

<input type="checkbox"/> INSERT, REMOVE & RESET PAGE BREAKS	<input type="checkbox"/> PRINT AREAS & PRINT TITLES
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#### SHARING a Workbook

<input type="checkbox"/> SHARING WORKBOOKS	<input type="checkbox"/> CREATING AND SHARING PDFS
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#### HYPERLINKS

<input type="checkbox"/> CREATING, EDITING & REMOVING HYPERLINKS	<input type="checkbox"/> NAVIGATING & COPYING AND PASTING
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#### EXCEL KEYBOARD SHORTCUTS