

Software Solutions

Microsoft Excel Level Two

Functions, Charts & More



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 functions to calculate results, and then present those results using charts. This course will show users how to analyse data with the most used functions in Excel and then present that data using tools such as conditional formatting and charts and more. **Attendees must** be able to do basic knowledge of creating formulas and functions including SUM, AVERAGE, MAX, MIN and COUNT.

ABSOLUTE AND RELATIVE CELL REFERENCES IN FORMULAS

<input type="checkbox"/> INCLUDE VARYING ABSOLUTE AND RELATIVE CELL REFERENCES IN A FORMULA

STATISTICAL FUNCTIONS

<input type="checkbox"/> SUM FUNCTION	<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"/> COUNTBLANK FUNCTION

LOGICAL FUNCTIONS

<input type="checkbox"/> IF FUNCTION & SYMBOLS	<input type="checkbox"/> IF AND CONDITIONAL FORMATTING
<input type="checkbox"/> NESTED IF FUNCTIONS	<input type="checkbox"/> IFS FUNCTION
<input type="checkbox"/> THE OR FUNCTION	<input type="checkbox"/> THE AND FUNCTION
<input type="checkbox"/> THE NOT FUNCTION	<input type="checkbox"/> THE IS FUNCTIONS (ISERR, ISBLANK, ISNA ...)

IF'S FUNCTIONS

<input type="checkbox"/> COUNTIFS FUNCTION	<input type="checkbox"/> AVERAGEIFS FUNCTION
<input type="checkbox"/> SUMIFS FUNCTION	<input type="checkbox"/> FUNCTIONS WORKING BETWEEN SHEETS

LOOKUP FUNCTIONS AND DATA VALIDATION

<input type="checkbox"/> THE VLOOKUP FUNCTION	<input type="checkbox"/> THE LOOKUP AND XLOOKUP FUNCTIONS
<input type="checkbox"/> THE INDEX AND MATCH FUNCTIONS	<input type="checkbox"/> DATA VALIDATION

TEXT FUNCTIONS

<input type="checkbox"/> THE AMPERSAND	<input type="checkbox"/> UPPER FUNCTION
<input type="checkbox"/> LOWER FUNCTION	<input type="checkbox"/> PROPER FUNCTION
<input type="checkbox"/> TEXT TO COLUMNS	<input type="checkbox"/> LEFT, RIGHT, MID, FIND & LEN FUNCTIONS

DATE, TIME AND CELL FUNCTIONS & AUDITING

<input type="checkbox"/> TRACE PRECEDENTS	<input type="checkbox"/> TRACE DEPENDENTS
<input type="checkbox"/> WORKING WITH COMMENTS	<input type="checkbox"/> WORKING WITH NOTES

PROTECTING AND SHARING A WORKBOOK

<input type="checkbox"/> PROTECTING CELLS AND THE WORKSHEET	<input type="checkbox"/> PROTECTING THE WORKBOOK & THE FILE
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LINKING TO CELLS & CONDITIONAL FORMATTING

<input type="checkbox"/> FILTER AND SORT BY & MANAGE RULES	<input type="checkbox"/> CONDITIONALLY FORMATTING THE ENTIRE ROW
<input type="checkbox"/> WORKING WITH ICONS SETS & DATA BARS	<input type="checkbox"/> CONDITIONALLY FORMAT DATES

CHARTS & CHART DASHBOARDS

<input type="checkbox"/> CREATE A CHART	<input type="checkbox"/> CHARTING CELLS NOT NEXT TO EACH OTHER
<input type="checkbox"/> ADDING ADDITIONAL DATA TO A CHART	<input type="checkbox"/> DELETING A SERIES FROM A CHART
<input type="checkbox"/> CHART ELEMENT: LEGEND	<input type="checkbox"/> CHANGING THE CHART TYPE
<input type="checkbox"/> CHANGING CHART TYPE OF INDIVIDUAL SERIES	<input type="checkbox"/> CREATING A SECONDARY AXIS
<input type="checkbox"/> PLOT BY ROW OR COLUMN	<input type="checkbox"/> SELECT DATA
<input type="checkbox"/> CHART ELEMENT: ADD A CHART TITLE	<input type="checkbox"/> CHART ELEMENT: ADD AXIS TITLES
<input type="checkbox"/> CHART ELEMENT: GRIDLINES	<input type="checkbox"/> CHART ELEMENT: DATA LABELS
<input type="checkbox"/> CHART ELEMENT: DATA TABLE	<input type="checkbox"/> CHART ELEMENT: TRENDLINE
<input type="checkbox"/> CHART ELEMENT: ERROR BARS	<input type="checkbox"/> CHANGING THE CHART LOCATION
<input type="checkbox"/> CHART LAYOUTS	<input type="checkbox"/> CHART STYLES
<input type="checkbox"/> SPARKLINES	<input type="checkbox"/> CHART DASHBOARD

PRINT AREAS, FREEZE PANES AND PRINT TITLES

<input type="checkbox"/> FREEZE PANES & PRINT TITLES	<input type="checkbox"/> SET & CLEAR PRINT AREAS
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HYPERLINKS

<input type="checkbox"/> WORKING WITH HYPERLINKS
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EXCEL KEYBOARD SHORTCUTS

You will be taught by Cathi Barker NZ's first Microsoft Office Master Instructor with many years of experience and qualifications in adult education and Microsoft Applications [LinkedIn Profile](#)