

Excel Level 2

Audience	This course is appropriate for those who are already familiar with the basics of Excel and Windows. Students should have created workbooks and edited worksheets using basic commands such as insert, delete, copy, and format. They should be able to identify and select cell ranges, and create basic formulas. They should be able to open, print, and save files.
Description	The course uses a combination of lecture and hands-on exercises to familiarize students with higher level skills in the Excel program. Students learn to differentiate between absolute and relative cell references, create and use complex formulas, manipulate large worksheets, name ranges, and link worksheets. Some Excel web tools may also be discussed.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ create absolute and mixed cell references in formulas,■ use the ROUND, DATE, PMT, IF, VLOOKUP functions,■ find and replace cell contents,■ work with multiple sheets in a workbook,■ drag cells between worksheets and workbooks,■ create a name for a range of cells,■ link multiple worksheets and workbooks together,■ move quickly through a large worksheet,■ hide rows and columns in a worksheet,■ freeze titles on the screen,■ set print titles and page breaks.
Length	1 day
Beyond this Level	When you have successfully completed this class, the next class you should consider is Excel Level 3. This class covers list management, pivot table, and macro features of Excel. Students will learn to create and manipulate lists of information and to convert lists into summarized pivot tables. Skills needed to create and run macros; examine macro modules and procedures; design and record macros using shortcut keys, menu commands, and toolbar buttons are also covered. Be sure to leave time for practice before registering for the next level.

I. Absolute and Relative Copying

- | | |
|------------------------------------|------------------------------------|
| A. What is a Cell Reference? | C. Creating an Absolute Reference |
| B. Using a Relative Cell Reference | D. Creating a Mixed Cell Reference |



II. Expanded Functions

- A. Using a Function in a Formula
- B. Using Function List and Formula Palette
- C. Rounding a Number
- D. Calculating with Dates
- E. Calculating a Periodic Payment
- F. Creating Conditional Formulas
- G. Looking Up Numbers in a Table

III. Expanded Editing and Formatting

- A. Searching Cells for Content
- B. Searching and Replacing Cell Contents
- C. Selecting the Current Region
- D. Selecting All Constants
- E. Selecting All Formulas
- F. Applying Number Formats
- G. Creating a Custom Value Format
- H. Using Conditional Formatting
- I. Using Revision Markings

IV. Expanded Workbooks

- A. Grouping Worksheets in a Workbook
- B. Moving Worksheets
- C. Copying a Worksheet
- D. Dragging Cells between Worksheets

V. Naming

- A. Using Names
- B. Defining a Named Range
- C. Creating Multiple Names
- D. Deleting and Editing Names
- E. Using Labels in Formulas
- F. Listing Range Names

VI. Linking

- A. Why Use Linking?
- B. Linking Cells
- C. Redirecting Links
- D. Creating a Sequential Link
- E. Creating a Summary Link
- F. Creating a Lookup Link
- G. Linking Sheets within a Workbook
- H. Creating a Hyperlink

VII. Viewing and Printing Large Worksheets

- A. Moving through Large Worksheets
- B. Hiding Rows and Columns
- C. Viewing the Worksheet through Panes
- D. Freezing Rows and Columns
- E. Setting Page Breaks
- F. Setting Print Titles

Appendix A - Excel Web Tools

Appendix B - Spell Checking

Appendix C - Importing and Exporting Data