

Excel Level 2 Online Module

Detailed Content

Formatting Cells

Apply an auto format style to a cell range.
Apply a table style to a cell range.
Apply conditional formatting.
Create custom number formats.
Apply custom number formats.

Worksheets

Copy worksheets between spreadsheets.
Move worksheets between spreadsheets.
Split a window.
Move, remove split bars.
Hide, show rows, columns, worksheets.

Using Functions and Formulas

Use date and time functions: TODAY, NOW, DAY, MONTH, YEAR.
Use mathematical functions: ROUNDDOWN, ROUNDUP, SUMIF
Use statistical functions: COUNTIF, COUNTBLANK, RANK
Use text functions: LEFT, RIGHT, MID, TRIM, CONCATENATE.
Use financial functions: FV, PV, PMT.
Use lookup functions: VLOOKUP, HLOOKUP.
Use database functions: DSUM, DMIN, DMAX, DCOUNT, DAVERAGE
Create a two-level nested function.
Use a 3-D reference within a sum function.
Use mixed references in formulas.

Automation

Record a simple macro like: Change page setup macro.
Apply a custom number format macro.
Apply auto formats to a cell range macro.
Insert fields in worksheet header macro.
Insert fields in worksheet header footer.
Run a macro.
Assign a macro to a custom button on a toolbar.

Validating

Set validation criteria for data entry in a cell range.
Whole number validation.
Decimal validation.
List validation.
Date validation.
Time validation.
Edit validation criteria for data entry.
Enter input message and error alert.

Creating Charts

Create a combined column and line chart.
Add a secondary axis to a chart.
Change the chart type for a defined data series.
Add a data series in a chart.
Delete a data series in a chart.

Formatting Charts

Re-position chart title.
Re-position chart legend.
Re-position chart data labels.
Change scale of value axis: minimum, maximum number to display, major interval.
Change display units on value axis without changing data source:

hundreds, thousands, millions.
Format columns, bars, plot area, chart area to display an image.

Using Tables

Create a pivot table/datapilot.
Modify a pivot table/datapilot.
Modify the data source and refresh the pivot table/datapilot.
Filter data in a pivot table/datapilot.
Sort data in a pivot table/datapilot. Automatically, manually group data in a pivot table/datapilot and rename groups.
Use one-input, two-input data tables/multiple operations tables.

Sorting and Filtering

Sort data by multiple columns at the same time.
Create a customized list and perform a custom sort.
Automatically filter a list in place.
Apply advanced filter options to a list.
Use automatic sub-totalling features.
Expand, collapse outline detail levels.

Scenarios

Create named scenarios.
Show scenarios.
Edit scenarios.
Delete scenarios.
Create a scenario summary report.

Auditing

Trace precedent cells.
Trace dependent cells.
Identify cells with missing dependents.
Show all formulas in a worksheet, rather than the resulting values.
Insert comments/notes.
Edit comments/notes.
Delete comments/notes.

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Naming Cells

Name cell ranges.
Delete names for cell ranges.
Use named cell ranges in a function.

Paste Special

Use paste special options:
Add
Subtract
Multiply
Divide
Values /numbers
Transpose.

Templates

Create a spreadsheet based on an existing template.
Modify a template.

Linking, Embedding and Importing

Insert a hyperlink.
Edit a hyperlink.
Remove a hyperlink.
Link data within a spreadsheet.
Link data between spreadsheets.
Link data between applications.
Update, break a link.
Import delimited data from a text file.

Tracking and Reviewing

Turn on, off track changes.
Track changes in a worksheet using a specified display view.
Accept, reject changes in a worksheet.
Compare and merge spreadsheets.
Security
Compare and merge spreadsheets.
Add password protection for a spreadsheet.
Remove password protection for a spreadsheet.
Protect, unprotect cells, worksheet with a password.
Hide, unhide formulas.