

# EXCEL 2010/2013/2016

## LEVEL 2

1-day course

Course Code: S152

### WHO SHOULD ATTEND?

This course is intended for participants who are familiar with Microsoft Office Excel.

### PREREQUISITES

Microsoft Office Excel Level 1 or equivalent knowledge.

### COURSE OBJECTIVES

Upon completion of the course, participants will be able to accomplish the following:

- Organize, protect, and display data using various tools.
- Use the IF function, create linking formulas, and manage links.
- Manage and arrange multiple workbooks, insert and manage multiple worksheets within a workbook, and consolidate data from multiple sources.
- Create and modify charts to present data effectively; customize charts to enhance their appearance.
- Create and apply styles to format worksheets consistently and quickly; use comments, text boxes and sparklines to highlight and explain data.

### COURSE CONTENT

#### WORKSHEET ORGANIZATION

Range Names; Workbook Templates; Worksheet Security; Outlining

#### ADVANCED FORMULAS

Using the IF Function; Linking Formulas; Modifying & Restoring Links

#### USING MULTIPLE WORKBOOKS AND WORKSHEETS

Working with Multiple Workbooks; Working with Multiple Worksheets; Consolidating Data

#### WORKING WITH CHARTS

Creating Charts; Changing Chart Data; Modifying Chart Elements; Creating Custom Charts

#### APPLYING FORMATTING

Working with Styles; Annotating Worksheets; Using Sparklines