



## Microsoft® Excel (Level 2)

**Description:** Intermediate level is intended to help everyday users of Excel become more proficient by expanding their knowledge of functions, formulas, and new Excel features. Participants will learn how to properly reference cells, use mathematical operators, and how to check their formulas for errors. This class also covers how to browse, insert, and use functions to perform complex mathematical operations. Students will learn how to use the IF function, use nested functions to perform multiple operations, and define and use range names. Finally, array formulas will be discussed.

### Lesson 1: Calculating Data with Advanced Formulas

- Apply Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

### Lesson 6: Customizing and Enhancing the Excel Environment

- Customize the Excel Environment
- Customize Workbooks
- Manage Themes
- Create and Use Templates

### Lesson 2: Organizing Worksheet and Table Data

- Create and Modify Tables
- Format Tables
- Sort or Filter Data
- Use Functions to Calculate Data

### Lesson 3: Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

### Lesson 4: Analyzing Data Using PivotTables, Slicers, and PivotCharts

- Create a PivotTable Report
- Filter Data Using Slicers
- Analyze Data Using PivotCharts

### Lesson 5: Inserting Graphic Objects

- Insert and Modify Pictures and ClipArt
- Draw and Modify Shapes
- Illustrate Workflow Using SmartArt Graphics
- Layer and Group Graphic Objects