Microsoft Excel Level II (One Day)

Excel Level II, the second course in the Excel Application Specialist certification series, is designed for users who are already familiar with Excel and want to deepen their skills. This one-day course covers advanced features, including creating and formatting charts, working with PivotTables, and using advanced formulas.

Participants will learn to summarize data with PivotTables, clean data using text functions, and automate tasks with logical functions like AND, IF, and OR. The course also covers lookup functions such as VLOOKUP and INDEX/MATCH, converting data into Excel tables, and adding objects like logos to workbooks. Additionally, participants will explore data protection techniques. By the end, participants will be equipped to handle more advanced tasks and increase productivity in Excel.

Prerequisites: Participants must have successfully completed Excel Level I or have equivalent experience.

Reviewing Cell Names & Applying Range Names
Learn how to assign and use named ranges to simplify formulas and enhance worksheet navigation.

Using Specialized Functions: Function Syntax (SUMIF, COUNTIF, AVERAGEIF, and PMT)
Understand how to use specialized functions like SUMIF, COUNTIF, AVERAGEIF, and PMT to perform conditional calculations and financial analysis based on specific criteria or parameters.

Text Functions: LEFT, RIGHT, MID, TEXTJOIN, TRIM, UPPER, LOWER, and PROPER
Explore essential text functions for manipulating and cleaning data, including extracting substrings, combining text, and adjusting text case for consistent formatting and data presentation.

Logical Functions: AND, IF, OR
Learn how to apply logical functions such as AND, IF, and OR to create conditional statements that return different results based on specific criteria or logical tests.

Excel Charts
Learn how to create various types of charts (e.g., bar, line, pie) to visually represent data and make your reports more insightful.

Lookup Functions: LOOKUP, VLOOKUP, and INDEX & MATCH
Master lookup functions, including VLOOKUP and the combination of INDEX & MATCH, to retrieve data from large datasets based on specific search criteria or conditions.

Excel Tables
Discover how to create and manage Excel Tables, allowing for automatic data expansion, easier sorting and filtering, and the use of structured references in formulas for more dynamic and organized data management.

PivotTables, Slicers, and Pivot Charts
Dive into PivotTables to summarize and analyze large datasets, and enhance your reports with Slicers for interactive filtering and Pivot Charts to create dynamic visualizations based on PivotTable data.

Themes and File Protection
Learn how to apply and customize Excel Themes for consistent and professional document formatting, and explore options for protecting workbooks and worksheets to restrict access or prevent changes.