

## EXCEL 2013: LEVEL 2

Available Dates: **Jan 14, Feb 14, Mar 11, Apr 9, May 8, Jun 13**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

Description:

This ILT Series course will teach students how to work with large worksheets in Microsoft Excel, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

Course Outline:

Unit 1: Managing workbooks and worksheets

Topic A: Viewing large worksheets

Topic B: Printing large worksheets

Topic C: Working with multiple worksheets

Topic D: Linking worksheets with 3-D formulas

Topic E: Using multiple workbooks

Topic F: Linking workbooks

Unit 2: Advanced formatting

Topic A: Using special number formats

Topic B: Working with themes

Topic C: Other advanced formatting

Unit 3: Outlining and subtotals

Topic A: Outlining and consolidating data

Topic B: Creating subtotals

Unit 4: Cell and range names

Topic A: Creating and using names

Topic B: Managing names

Unit 5: Data structure and tables

Topic A: Sorting and filtering data

Topic B: Working with tables

Unit 6: Web and sharing features

Topic A: Saving workbooks as Web pages

Topic B: Using hyperlinks

Topic C: Sharing workbooks

Unit 7: Documenting and auditing

Topic A: Auditing features

Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

Unit 8: Application settings and templates

Topic A: Application settings

Topic B: Working with templates