



## Microsoft Excel (Level 2)

This course is intended to help all users get up to speed on the different features of Excel and to become familiar with its more advanced selection of features. We will cover how to create and use advanced formulas, analyze data, organize worksheet data with tables, visualize data with charts, insert graphics, and enhance workbooks.

### Who should attend?

This course is intended for participants who are familiar with Microsoft Excel 2016 and above.

### Creating More Advanced Formulas

In this lesson, students will learn how to use range names in formulas and functions, as well as how to use specialized functions.

### Analyzing Data with Logical and Lookup Functions

Next, students will learn how to analyze data by using text, logical, lookup, date and financial functions.

### Organizing and Analyzing Datasets and Tables

This lesson covers how to create and modify tables, sort and filter data, use subtotal features, and work with database functions.

### Visualizing Data with Charts

Students will learn how to create charts, as well as how to modify and format existing charts. They will also learn how to create a trendline and advanced charts.

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### **Analyzing Data with PivotTables, Slicers, and PivotCharts**

Creating a PivotTable, filtering data using slicers and, analyzing data using PivotCharts will be covered in this lesson.

### **Inserting Graphics**

Next, students will learn how to insert, modify, layer and group graphical objects. We will also take a look at how to incorporate SmartArt into workbooks.

### **Enhancing Workbooks**

In this final lesson, students will learn how to customize workbooks, manage themes and, create and use templates. Protecting files and preparing a workbook for multiple audiences will also be covered.

### **Workshop Format:**

- 1-day Instructor-led session (9:00am – 4:00pm)
- Two 2.5 hour sessions

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