



Excel 2013 Level 2 Course Content

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Course Objectives:

- 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, apply and modify styles to format worksheets consistently and quickly; use comments, text boxes to annotate worksheets, and sparklines to highlight and explain data.

This course is for students who want to organize, protect and manage multiple workbooks; create and modify charts and sparklines, apply styles and use advanced formulas.

Course Content:

Worksheet Organization	Managing Range Names Creating and Using Workbook Templates Applying Worksheet Security Creating and Using Outlines
Advanced Formulas	Using the IF Function Linking Formulas Modifying and 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