



# Microsoft Excel Training Level 2

## Lesson 1 – Working With Tables

- 1.1 Creating a Table
- 1.2 Enter Data Into a Table
- 1.3 Deleting Rows and Columns
- 1.4 Formatting a Table
- 1.5 Totaling Data in a Table
- 1.6 Sorting Data in a Table
- 1.7 Sorting Multiple Columns
- 1.8 Filtering Data Using Autofilter
- 1.9 Creating Custom Filters
- 1.10 Converting a Table To a Range

## Lesson 2 – Working With Charts

- 2.1 Creating a Chart
- 2.2 Moving a Chart
- 2.3 Resizing a Chart
- 2.4 Changing the Layout and Style
- 2.5 Labeling Chart Elements
- 2.6 Formatting Chart Text
- 2.7 Formatting Chart Elements
- 2.8 Changing the Chart Type
- 2.9 Showing Or Hiding Gridlines
- 2.10 Customizing Axes
- 2.11 Creating a Pie Chart
- 2.12 Creating a Map Chart
- 2.13 Creating a Funnel Chart
- 2.14 Changing a Chart's Source Data
- 2.15 Moving a Chart To a Different Worksheet
- 2.16 Saving a Chart Template
- 2.17 Filtering Chart Data
- 2.18 Using Sparklines
- 2.19 Customizing Sparklines

## Lesson 3 – Working With Graphics

- 3.1 Adding Pictures
- 3.2 Inserting Online Images
- 3.3 Adding Shapes
- 3.4 Adding Icons
- 3.5 Adding 3d Models
- 3.6 Formatting Drawing Objects
- 3.7 Inserting Wordart
- 3.8 Inserting Smartart
- 3.9 Inserting An Organization Chart
- 3.10 Modifying An Organizational Chart
- 3.11 Taking a Screenshot
- 3.12 Using Drawing Tools
- 3.13 Drawing Simple Math Equations
- 3.14 Generating Complex Equations

**Wednesday, June 2 and Thursday, June 3  
8am until 12pm**

## Lesson 4 – Workgroup Collaboration

- 4.1 E-Mailing a Workbook
- 4.2 Web Page Preview
- 4.3 Converting Worksheets Into Web Pages
- 4.4 Inserting Hyperlinks
- 4.5 Viewing and Editing Comments

## Lesson 5 – Financial & Logical Functions

- 5.1 Using the If Function
- 5.2 Using Nested Functions
- 5.3 Using the Ifs Function
- 5.4 Using the Pmt Function
- 5.5 Using the Fv Function
- 5.6 Using Autocalculate

## Lesson 6 – Date and Time Functions

- 6.1 Understanding Date/Time Functions
- 6.2 Adding a Date and a Date Interval
- 6.3 Subtracting Dates
- 6.4 Calculating Time Intervals

## Lesson 7 – Managing Workbooks

- 7.1 Creating a Workbook Using a Template
- 7.2 Creating a New Template
- 7.3 Editing a Template
- 7.4 Showing Or Hiding Workbook Elements
- 7.5 Creating a Workspace
- 7.6 Comparing Two Workbooks Side By Side
- 7.7 Saving a Workbook in a Different File Format
- 7.8 Using Data Consolidation