



Microsoft Office Excel Level 2

IS THIS FOR YOU?

This course is for anyone who wants to gain an advanced skill set necessary for calculating data using functions and formulas, sorting and filtering data, creating PivotTables to analyse data and customising workbooks.

AIMS AND OBJECTIVES

You will use advanced formulas and work with various tools to analyse data in spreadsheets. You will also organise table data and present data as charts to enhance the look and appeal of workbooks.

PRE-REQUISITES

Before starting this course, it is recommended that you take the Microsoft Office Excel Level 1 course.

ABOUT THIS COURSE

Lesson One – Calculating Data with Advanced Formulas

- Apply Cell and Range Names
- Calculate Data across Worksheets
- Use Specialised Functions
 - Concatenate, Proper, Left and Right
- Analyse Data with Logical and Lookup Functions
 - If, SumIf, CountIf and Vlookup

Lesson Two – Organising Worksheet and Table Data

- Create and Modify Tables
- Format Tables
- Sort and or Filter Data
- Use Functions to Calculate Data

Lesson Three – Presenting Data using Charts

- Create a Chart
- Modify a Chart
- Format a Chart

Lesson Four – Analysing Data using PivotTables, Slicers and PivotCharts

- Create a PivotTable Report
- Filter Data using Slicers
- Analyse Data using PivotCharts

Lesson Five – Customising and Enhancing the Excel Environment

- Customise the Excel Environment
- Customise Workbooks
- Manage Themes
- Create and Use a Template

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

020 7256 6668 or email: courses@pitmanlondon.co.uk

www.pitmanlondon.co.uk Salisbury House London Wall London EC2M 5QQ

PITMAN
TRAINING