



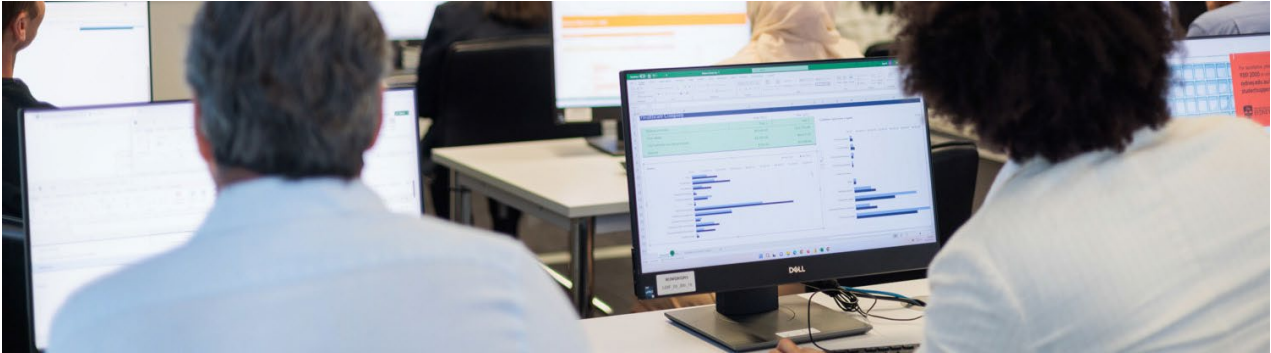
THE UNIVERSITY OF
SYDNEY

Microsoft Excel Course: Level 2

*Centre for
Continuing Education*



Microsoft Excel Course: Level 2



This short course will extend your knowledge of Excel beyond Microsoft Excel: Level 1 and provide you with the skills and knowledge to produce more effective and productive workbooks. Learn essential functions as well as how to manage list data, cover formulas and function techniques, PivotTables, intricate formatting, setting complex printing options and using intricate charting features. Completion of this course provides sufficient knowledge to progress onto Microsoft Excel: Level 3.

Prerequisites

Assumes prior skill and knowledge required to create, edit, print and chart simple worksheets, as well as understand ranges and the copying process.

You should be also familiar with the basic functions of a computer operating system such as navigating the environment using a mouse and keyboard, starting applications, copying and pasting objects, formatting text, creating folders, opening and saving files, familiarity with accessing the Internet and web browsers.



Course duration

1 session, 7 hours total



Time

9:30am – 4:30pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

Designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to provide more experienced users with proficient skills in Excel's three major strands: formulas, list management and charts, as well as providing tips to assist with best practice and efficiency.



Outcomes

By the end of this course, you should be able to:

- use the Autofill, Flash Fill and Text to Columns tools to fill a data series and separate data
- use a range of techniques to work with worksheets
- protect data in worksheets and workbooks
- use popular worksheet functions
- create more complex formulas and functions
- understand and use Formula Auditing tools
- create and work with Tables and Slicers
- understand and create simple Pivot Tables with a Slicer
- create and apply custom number formatting techniques to worksheet cells
- apply conditional formatting to cells
- understand and use Sparklines
- understand and use Excel's Quick Analysis tool
- use Goal Seek to determine the values required to reach a desired result
- use a range of Chart Elements to enhance charts.



Content

Filling Data

- Create and modify a custom fill list
- Use a custom fill list
- Delete a custom fill list
- Extract data with Flash Fill
- More complex Flash Fill extractions
- Extract dates and numbers with Flash Fill

- Sort and filter in tables
- Formulas in tables
- Add a total row
- Inserting or deleting in tables
- Table autoexpansion
- Slicers in tables
- Convert a table to a range

Worksheet Techniques

- Hide and unhide rows and columns
- Hide and unhide a worksheet
- Copy a sheet to another workbook
- Change worksheet tab colours
- Group worksheets for bulk changes
- Freeze rows and columns

Essential Functions

- TEXT functions - UPPER, PROPER, CONCAT, TRIM
- COUNT functions - COUNT, COUNTA, COUNTIF
- IF functions – IF, IFS, SUMIF
- LOOKUP functions – VLOOKUP, XLOOKUP
- ROUND function – ROUND, ROUNDUP, ROUNDDOWN
- INT function
- Array functions – UNIQUE and SORT
- SUMIF

Managing Lists with Tables

- Insert a table
- Rename a table
- Table styles
- Remove duplicate rows



Complex Formulas

- Create Complex Formulas Using Nesting
- Line Breaks in Formulas
- Paste Link
- Store Formula as Text
- Formula Auditing Tools

Manage Columns and Rows

- Hiding Rows and Columns
- Unhiding Rows and Columns
- Hiding & Unhide sheets
- Grouping Worksheets

Understand Data Protection

- About Protection
- Preparing Cells for Data Entry
- Protect Sheet
- Unprotect Sheet
- Protect Workbook Structure
- Unprotect Workbook Structure
- Protect File
- Unprotect File

PivotTables

- Insert Pivot Table
- Switch Fields
- Change Calculation
- Apply a Style
- Filter
- Clear Filter
- Refresh

Number Formatting

- Date Formats
- Custom Formats
- Time Formats
- Calculated Time

Conditional Formatting

- Conditional Formatting
- Greater Than
- Top and Bottom Percentage
- Specific Text
- Data Bars
- Icon Sets
- Edit and Manage Conditional Formatting
- Clear Conditional Formatting

Sparklines

- About Sparklines
- Insert a Sparkline
- Copy Sparkline
- Editing Sparklines
- Deleting Sparklines

Quick Analysis

- Display Quick Analysis button
- Create Totals
- Create a Chart

Goal Seek

- About Goal Seek
- Use Goal Seek

Charts

- Add Chart Elements
- Edit Chart Elements
- Data Labels and Data Tables
- Trendlines
- Error Bars
- Format Pane



“The tutor was very good, teaching the content in the book and going beyond by giving us shortcut keys and skills learnt from work experiences. A very articulate presentation and taught at a good pace.”

Sibi Mathews

“This was a fabulous course and I got a great deal out of it. Our tutor was excellent and tried very hard to keep the sessions engaging. I look forward to enrolling in Level 3.”

Suzanne Piper



“This is honestly one of the best courses I have been to. Relevant, engaging, interesting and will really change vital tasks and increase efficiency at work. The teaching was straight forward, entertaining and perfectly suited to the level of the attendees. The best tutor, I couldn't recommend highly enough. I learned more today than in years of using Excel.”

Zoe Skinner



Delivery style

Face-to-face classes (CCE, Newtown)

These classes run in a computer lab and you do not need to bring your own device.

Online classes

You will need your own device.

Materials

Course materials are provided electronically. Teaching instructions and materials are specifically tailored to Windows PC users.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



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We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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