

## Excel: Module II

This instructor-led course presents the more advanced features of Excel. You will be introduced to these features and then perform the steps required to use the features correctly. The Learning Guide includes a CD containing the exercise files used in class.

**Course Length:** 1 day

**Prerequisites:** Excel Module I

## What's in Excel: Module II?

This course teaches you how to name cells, use advanced functions, find and replace data, use print options, protect worksheets, and link workbooks. You will also learn how to create and use templates, and macros.

## Why do I need Excel: Module II?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of the more advanced Excel features.
- ✓ Provides hands-on experience using Excel.

## Course Outline

### Lesson 1: *Reviewing the Basics*

#### Lesson 2: *Using Names*

- ✓ Naming Cells
- ✓ Naming Formulas
- ✓ Checking and Listing Names and References
- ✓ Working with Ranges

#### Lesson 3: *Working with Advanced Functions*

- ✓ Using the NOW Function
- ✓ Using the DATE Function
- ✓ Using the VLOOKUP Function
- ✓ Using the IF Function
- ✓ Using the PMT Function
- ✓ Using the FV Function

#### Lesson 4: *Working with Advanced Formatting*

- ✓ Using Advanced Number Formats
- ✓ Creating Custom Number Formats
- ✓ Applying Outlines
- ✓ Creating Outlines
- ✓ Collapsing and Expanding Outlines
- ✓ Removing Outlines

### Lesson 5: *Locating and Updating Data*

- ✓ Finding and Replacing Data
- ✓ Finding and Replacing Text
- ✓ Finding and Replacing Numeric Data
- ✓ Controlling Recalculation

### Lesson 6: *Using Special Format and Print Options*

- ✓ Formatting Zero Values
- ✓ Using Print Options
- ✓ Printing Multiple Worksheets
- ✓ Previewing and Printing Workbook

### Lesson 7: *Protecting Worksheet Data*

- ✓ Using Comments
- ✓ Using Worksheet and Range Protection
- ✓ Hiding and Displaying Data
- ✓ Using Password Protection

### Lesson 8: *Manipulating the Screen Display*

- ✓ Working with Multiple Workbooks

- ✓ Freezing Worksheet panes
- ✓ Freezing Rows and Columns Simultaneously
- ✓ Adjusting the Zoom Setting
- ✓ Working with Toolbars
- ✓ Customizing Toolbars

### Lesson 9: *Sharing Worksheet Data*

- ✓ Importing Text Files
- ✓ Opening a Text File in Excel
- ✓ Importing a Text File into a Refreshable Range
- ✓ Exporting Data to Other Applications
- ✓ Linking Workbooks

### Lesson 10: *Automating Your Work*

- ✓ Working with Existing Templates
- ✓ Customizing Templates
- ✓ Creating Workbooks Based on Templates
- ✓ Creating Templates
- ✓ Working with Macros
- ✓ Recording Macros
- ✓ Executing Macros
- ✓ Editing Macros
- ✓ Creating Custom Lists