



MS Excel

Level 2

YOUR PARTNER IN EXCELLENCE

Working with lists

- ❖ Sorting data in a list
- ❖ Sorting multiple columns
- ❖ Filtering data using auto filter
- ❖ Creating custom filters

Working with charts

- ❖ Creating a chart
- ❖ Moving a chart
- ❖ Resizing a chart
- ❖ Changing a chart's source data
- ❖ Changing the chart type
- ❖ Labeling chart elements
- ❖ Showing or hiding gridlines
- ❖ Customizing axes
- ❖ Moving a chart to a different worksheet
- ❖ Changing the layout and style
- ❖ Formatting chart text
- ❖ Formatting chart elements
- ❖ Filtering chart data
- ❖ Using sparklines
- ❖ Customizing sparklines

Workgroup collaboration

- ❖ E-mailing a workbook
- ❖ Converting worksheets into web pages
- ❖ Inserting hyperlinks
- ❖ Viewing and editing comments

Financial & logical functions

- ❖ Using the if function
- ❖ Using nested functions
- ❖ Using the PMT function
- ❖ Using the FV function
- ❖ Using auto calculate

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Date and time functions

- ❖ Understanding date/time functions
- ❖ Adding a date and a date interval
- ❖ Subtracting dates
- ❖ Calculating time intervals

Managing workbooks

- ❖ Creating a workbook using a template
- ❖ Showing or hiding workbook elements
- ❖ Comparing two workbooks side by side