

## Excel 2013 Level 2

### Course Description

Students will learn intermediate level Excel skills.

### Prerequisites

Windows Introduction and Excel 2013 Level 1, or equivalent knowledge.

### What Next?

Excel 2013 Level 3 is the third course in this series. Students can take Excel Level 3 to learn advanced features.

### Course Content

#### **Unit 1: Managing worksheets and workbooks**

- Viewing large worksheets
- Printing large worksheets
- Working with multiple worksheets
- Linking worksheets with 3D formulas
- Using multiple workbooks
- Linking workbooks

#### **Unit 2: Advanced formatting**

- Using special number formats
- Working with themes
- Other advanced formatting

#### **Unit 3: Outlining and subtotals**

- Outlining and consolidating data
- Creating subtotals

#### **Unit 4: Cell and range names**

- Creating and using names
- Managing names

#### **Unit 5: Data structure and tables**

- Sorting and filtering data
- Working with tables

#### **Unit 6: Web and sharing features**

- Saving workbooks as Web pages
- Using hyperlinks
- Sharing workbooks

#### **Unit 7: Documenting and auditing**

- Auditing features
- Comments in cells and workbooks
- Protection
- Workgroup collaboration

#### **Unit 8: Templates and settings**

- Changing application settings
- Working with templates