



## Course Outline

# Microsoft® Excel 2016-2013-2010 Level 2

### Lesson 1: Advanced Formulas & Functions

- Using Range Names
- Creating 3-D Formulas
- Advanced Functions

### Lesson 2: The Table Feature, Sorting & Filtering

- Working with Tables
- Creating a Database
- Sorting Records within a Database
- Filtering Data

### Lesson 3: Outlines & SubTotal Function

- Outlines
- Automatic Outlining
- Manual Outlining
- Working with Subtotals
- Suppressing the Outline Display
- Clearing the Outline

### Lesson 4: Creating Business Charts

- Creating a Chart
- Printing the Chart
- Applying Text Attributes to Chart Objects
- Editing the Chart
- Changing the Scaling
- Creating Custom Chart Types

### Lesson 5: PivotTables & PivotCharts

- PivotTables & PivotCharts
- Using a Recommended PivotTable
- Manually Creating a PivotTable
- Formatting the PivotTable
- Filtering the PivotTable
- Working with Totals
- Creating a PivotChart

### Lesson 6: Working with Templates

- Excel Templates
- Creating a New Template
- Using a Template

### Lesson 7: Working with Graphics (student self-study)

- Working with Graphics
- Inserting Online Pictures
- Selecting Pictures
- Adding Shapes
- Adding a Text Box
- Inserting Picture Files
- Customizing Graphic Objects
- Working with WordArt
- Working with SmartArt

### Appendices: Handy Keyboard Shortcuts

- Appendix A: Function Keys
- Appendix B: Cursor Movement Keys
- Appendix C: Shortcut Keys

### Hands-on Exercises