Course Title: Microsoft Excel II

Course Description:
Topics include: working with large worksheets, adding graphics to worksheets, using templates, managing multiple-sheet workbooks, and creating tables and outlines.

Course Prerequisite(s):
Microsoft Excel I

Course Objectives:
Learn to manage multi-sheet workbooks, add graphics to worksheets, use tables and outlines; and outline worksheet data.

Textbook(s):
Microsoft Excel 2010: Level 2
Labyrinth Learning

Next Class Possibilities:
Microsoft Excel III

Lesson Plan – by week or session
Session 1: Working with Large Worksheets
- Sorting worksheet data
- Using flexible worksheet views
- Printing multipage worksheets

Session 2: Managing Multiple-Sheet Workbooks
- Using multiple worksheets
- Linking cells and formulas
- Copying worksheets
- Naming cells and ranges
- Creating hyperlinks
- Printing multiple-sheet workbooks

Session 3: Creating Tables and Outlines
- Understanding the benefit of tables
- Working with tables
- Creating a table
- Understanding structured references
- Using enhanced sorting and filtering in lists and tables
- Using the outline feature
- Displaying subtotals
Session 4: Adding Graphics to Worksheets
- Using Illustrations with Excel
- Inserting pictures and clip art
- Getting into shapes
- Illustrating with SmartArt

Session 5: Using Templates and Protecting Workbooks
- Using templates
- Customizing templates
- Protecting workbooks and worksheets
- Creating Digital Signatures

Session 6: Summary
- Review
- Q & A
- Instructor discretion