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 2013: Level 2
Labyrinth Learning

Next Class Possibilities: Microsoft Excel III

Lesson Plan – by week or session
Session 1: Ex. 07: Advanced formatting of the contents of cells
  Working with Format Painter and Quick Styles
  Formatting with Themes
  Inserting Date Functions and Formatting
  Creating Custom Formats
  Working with Conditional Formatting
  Naming Cells and Ranges

Session 2: Ex. 08: Managing Multiple-sheet Workbooks
  Sorting Worksheet Data
  Using Flexible Worksheet Views
  Printing Multipage Worksheets
  Using Multiple Worksheets

Session 3: Ex. 08: Managing Multiple-sheet Workbooks (cont’d)
  Linking Cells and Formulas
  Using 3-D Cell References in Formulas
  Copying Worksheets
  Printing Multiple-Sheet Workbooks

  Ex. 09: Applying Advanced Functions and Data Analysis
  Creating Formulas Using Criteria IF Functions
  Using Logical Functions in Formulas

Session 4: Ex. 09: Applying Advanced Functions and Data Analysis (cont’d)
  Using Functions to Format Text
Creating Financial Functions
Using Data Analysis Tools

Session 5: Creating Tables and Outlines
  Working with Tables
  Creating a Table
  Understanding Structured References
  Using Enhanced Sorting and Filtering in Lists and Tables
  Using the SUBTOTAL Function to Calculate Filtered Lists
  Using Quick Analysis
  Using the Outline Feature
  Displaying Subtotals

Session 6: Utilizing Graphics and Templates within Worksheets
  Using Illustrations with Excel
  Inserting Pictures and Clip Art
  Getting into Shapes
  Illustrating with SmartArt
  Using Templates
  Customizing Templates