# Excel 2007/2010 Level 2

**Audience**     This course is appropriate for those who are already familiar with the basics of Excel version 2010 and Windows.  Students should have created workbooks and edited worksheets using basic commands such as insert, delete, copy, and format.  They should be able to identify and select cell ranges, and create basic formulas.  They should be able to open, print, and save files.

**Description**     The course uses a combination of lecture and hands-on exercises to familiarize students with higher level skills in the Excel program.  Students learn to differentiate between absolute and relative cell references, create and use complex formulas, manipulate large worksheets, name ranges, and link worksheets.

**Objectives**     Upon successful completion of the class, students should be able to:

- Create absolute and mixed cell references in formulas
- Use the ROUND, DATE, IF, VLOOKUP functions
- Find and replace cell contents
- Apply and modify themes
- Format cells with conditional and custom formats
- Work with multiple sheets in a workbook
- Copy and move cells between worksheets and worksheets between workbooks
- Create a name for a range of cells and use the name in various ways
- Link information in multiple worksheets and workbooks
- Hide rows and columns in a worksheet
- Freeze titles on the screen
- Set print titles and page breaks for printing

**Length**     1 day

**Beyond this Level**     When you have successfully completed this class, the next class you should consider is Excel Level 3.  This class covers working with Excel database features, importing and exporting data, using templates to create worksheets, collaborating on worksheets, and an introduction to macros.  Be sure to leave time for practice before registering for the next level.

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**I.    Absolute and Relative Copying**

    A.    What is a Cell Reference?

    B.    Using a Relative Cell Reference

    C.    Creating an Absolute Reference

    D.    Creating a Mixed Cell Reference

## II. Expanded Functions

A. Using a Function in a Formula

B. Entering Statistical Functions

C. Rounding a Number

D. Calculating with Dates

E. Creating Conditional Formulas

F. Looking Up Numbers in a Table

G. Concatenating with Text Functions

H. Calculating a Periodic Payment

## III. Expanded Selecting and Formatting

A. Finding Content in Cells

B. Finding and Replacing Cell Contents

C. Selecting Special Worksheet Areas

D. Applying a Theme

E. Modifying a Theme

F. Creating a Custom Number Format

G. Applying Conditional Formatting

## IV. Expanded Workbooks

A. Grouping Worksheets in a Workbook

B. Moving Worksheets

C. Copying a Worksheet

D. Hiding and Unhiding a Worksheet

E. Dragging Cells between Worksheets

F. Adding Worksheet Properties

## V. Naming

A. Using Names

B. Defining a Named Range

C. Applying Names

D. Creating Multiple Names

E. Deleting and Editing Names

F. Listing Range Names

## VI. Linking Information between Worksheets and Workbooks

A. Why Use Linking?

B. Linking Cells

C. Updating Links

D. Redirecting Links

E. Creating a Sequential Link

F. Creating a Summary Link

G. Creating a Lookup Link

H. Creating a Hyperlink

I. Tracing Precedents and Dependents

J. Using the Watch Window

## VII. Viewing and Printing Large Worksheets

A. (Optional) Moving through Large Worksheets

B. Hiding Rows and Columns

C. Viewing the Worksheet through Panes

D. Freezing Rows and Columns

E. Using Page Layout View

F. Setting Page Breaks

G. Setting Print Titles