

## Level 2 Excel

### Viewing workbooks

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#### Open and arrange windows

This section covers items like:

- Opening another window on to a workbook
- Arranging workbook windows
- Hiding and show windows

#### Split panes

This section covers items like:

- Split panes

#### Freeze panes

This section covers items like:

- Freeze panes

#### Change the zoom

This section covers items like:

- Changing the zoom of a worksheet

### Manipulating worksheets

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#### Adjust column width

This section covers items like:

- Adjusting the width of columns

#### Adjust row height

This section covers items like:

- Adjusting the height of rows

#### Insert and delete rows, columns and cells

This section covers items like:

- Inserting and deleting rows and columns
- Deleting cells and cell contents

#### Hide and unhide rows or columns

This section covers items like:

- Hiding and unhiding rows and columns

## Manage worksheets

This section covers items like:

- Inserting worksheets into a workbook
- Move, copy and rename worksheets
- Removing worksheets from a workbook

## Manipulating information

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### Move and copy data

This section covers items like:

- Using cut, copy and paste to move or copy data

### Paste with live preview

This section covers items like:

- Paste only certain information from a copied or cut cell
- Transposing cells when pasting

### Use AutoFill

This section covers items like:

- Using AutoFill

### Use hyperlinks

This section covers items like:

- Understanding what hyperlinks are
- Inserting hyperlinks into your workbooks

## Using formulas

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### Create and edit simple formulas

This section covers items like:

- Understanding what a formula is
- Creating a formula
- Editing a formula

### Understand and enforce simple precedence in formulas

This section covers items like:

- Understanding what precedence means
- Using parentheses in your formulas to enforce simple precedence

## **Nest parentheses in formulas**

This section covers items like:

Using nesting in formulas to carry out complex calculations

## **Use relative and absolute cell references**

This section covers items like:

Knowing how formulas adjust when copied from one cell to another

Understanding the difference between relative and absolute cell references, and how to use them

## **Refer to other worksheets**

This section covers items like:

Referring to another worksheet in a formula

## **Link other workbooks**

This section covers items like:

Using links between workbooks in your formulas

## **Using functions**

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### **Get started with functions**

This section covers items like:

Understanding what a function is and the format it takes

Using AutoSum and the SUM function

### **Find, choose and insert functions**

This section covers items like:

Browsing and searching for functions

Inserting functions in different ways

### **Define names for cells and cell ranges**

This section covers items like:

Defining names for cells and cell ranges

Editing names using the Name Manager

### **Count cells using functions**

This section covers items like:

Counting cells using functions

## **Use logical functions: IF**

This section covers items like:

- Understanding what logical functions are
- Using the IF functions

## **Use logical functions: AND, OR**

This section covers items like:

- Using the AND and OR functions

## **Use lookup functions**

This section covers items like:

- Understanding what lookup functions are
- Using the VLOOKUP and HLOOKUP functions

## **Managing formulas and functions**

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### **Understand error messages**

This section covers items like:

- The different ways Excel displays error messages
- What those error messages mean

### **Use the Error Checking tool**

This section covers items like:

- Recognising error indicators
- Using the Error Checking tool

### **Adjust error checking options**

This section covers items like:

- Managing how Excel checks for errors

### **Display and print formulas**

This section covers items like:

- Displaying formulas rather than calculated results in your worksheets
- Making formulas rather than results show up when printing

### **Trace formula precedents and dependents**

This section covers items like:

- Tracing which cells in a worksheet make up a particular formula
- Tracing whether a formula is linked to any others

## Working with data

### Create a table

This section covers items like:

- Creating a table
- Customising how a table looks using styles and banding
- Adding header and total rows to a table

### Sort data

This section covers items like:

- Sorting data by one or more criteria

### Filter data using AutoFilter

This section covers items like:

- Filtering data using AutoFilter

### Use advanced filters

This section covers items like:

- Filtering with more than one criteria
- Extracting filtered records from a worksheet to a different location

### Use the subtotal function

This section covers items like:

- Using the SUBTOTAL function

### Outline data

This section covers items like:

- Arranging data into groups
- Displaying an outline of grouped data
- Toggle views of detail and summaries

### Convert text to columns

This section covers items like:

- Split text up into separate parts and place each part in its own cell

### Apply conditional formatting rules

This section covers items like:

- Formatting cells if they obey certain rules
- Managing conditional formatting rules

## Visualise data with conditional formatting

This section covers items like:

Incorporating data visualisations such as bars, colour scales and icon sets into your worksheets

## Insert sparklines

This section covers items like:

What a sparkline is

How to insert sparklines into a worksheet

How to format sparklines

How to remove sparklines

## Formatting cells and worksheets

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### Change the appearance of cells and their contents

This section covers items like:

Adjusting the font attributes used for a cell

Adding a border to a cell

Changing the background of a cell

### Align cell contents

This section covers items like:

Aligning cell contents

### Wrap text in a cell

This section covers items like:

Wrapping text in a cell

### Merge and split cells

This section covers items like:

Merging and split cells

### Use Format Painter

This section covers items like:

Using Format Painter

### Use cell styles

This section covers items like:

Applying a style to a cell

Creating a new cell style

## **Format using themes**

This section covers items like:

Applying a theme to your worksheet

Modifying a theme

## **Format worksheets**

This section covers items like:

Adding colour to the worksheet tabs

Changing the worksheet background

Turning column and row headings off

Hiding and display gridlines

## **Formatting numbers**

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### **Format numbers in a cell**

This section covers items like:

Changing the number format of a cell

Changing how many decimal places a number has

Adding separators to make large numbers easier to read

### **Format currency and accounting numbers**

This section covers items like:

Formatting numbers with currency symbols

### **Format dates and times**

This section covers items like:

Changing the formatting of dates and times in your worksheet

### **Get started with custom number formats**

This section covers items like:

Understanding how custom number formats are specified

Creating a number format with custom settings for decimal places, alignment and thousand separators

Using a custom number format to control leading and trailing zeroes

### **Go further with custom number formats**

This section covers items like:

Displaying positive and negative numbers in different ways using the same custom number format

Using custom number formats to insert your own unit of measurement

## Use custom date and time formats

This section covers items like:

Using custom number formatting to display dates and times

## Working with charts

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### Create a basic chart

This section covers items like:

Creating a basic chart

### Select and add chart data

This section covers items like:

Creating a chart with data that is not next to each other on the worksheet

Adding data to a chart once it has been created

### Change a chart type

This section covers items like:

Changing a chart type

### Create a pie chart

This section covers items like:

Creating a pie chart

Exploding a piece of the pie out of the chart to highlight it

### Move and resize charts

This section covers items like:

Moving a chart around a worksheet

Resizing a chart

Moving a chart to another worksheet

### Customise chart design with styles and layouts

This section covers items like:

Applying a preset layout to a chart

Applying a style to a chart

### Add and arrange chart elements

This section covers items like:

Adding a legend, labels and titles to a chart

Moving chart elements



## **Edit chart axes and gridlines**

This section covers items like:

- Editing the scale and units of axes
- Adding tick marks to axes
- Displaying and hiding major and minor gridlines

## **Format chart elements**

This section covers items like:

- Changing the colour of chart elements like lines, bars and columns
- Changing the font attributes of labels and titles
- Customising how gridlines look
- Highlighting one particular data point to make it stand out

## **Working with illustrations**

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### **Insert graphics**

This section covers items like:

- Inserting graphics such as pictures and Clip Art into your worksheet

### **Draw shapes**

This section covers items like:

- Adding shapes to a worksheet
- Adding text to shapes

### **Modify graphics**

This section covers items like:

- Resizing images and shapes
- Moving images and shapes
- Applying effects such as borders and shadows to images
- Changing the fill and outline of shapes

### **Insert WordArt**

This section covers items like:

- Inserting WordArt into your worksheets

### **Using SmartArt graphics**

This section covers items like:

- Adding SmartArt to your workbooks

## Collaborating with others

### Use document properties

This section covers items like:

Adding properties to a workbook

### Inspect a document

This section covers items like:

Inspecting a document and remove any unwanted extra information

### Use comments

This section covers items like:

Adding comments to a worksheet

Changing the appearance of comments

Reviewing all comments in a worksheet

### Share workbooks

This section covers items like:

Sharing a workbook with a colleague so two people can make limited edits at the same time

Unsharing a workbook

### Track changes

This section covers items like:

Tracking changes to a workbook

Setting options for tracked changes

Reviewing tracked changes

Accepting or reject changes

### Protect a workbook with a password

This section covers items like:

Encrypting a workbook with a password

Adding passwords to a workbook to control who can open and edit it

### Protect cells

This section covers items like:

Protecting cells on a worksheet so only certain people can make certain types of changes

## **Validate data**

This section covers items like:

Making cells accept only certain types of information

Making cells display a message so users know what kind of information to enter

Making cells display a warning if unsuitable information is entered

## **Use pick lists**

This section covers items like:

Using pick lists

## **Preparing to print**

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### **Add headers and footers to worksheets**

This section covers items like:

Opening Page Layout view

Adding a header and footer to a worksheet

Adding elements such as dates, page numbers and file paths to headers and footers

### **Adjust margins**

This section covers items like:

Adjusting the print margins of a worksheet

### **Add and review page breaks**

This section covers items like:

Adding page breaks manually so your workbook prints the way you want it to

### **Print row and column headings**

This section covers items like:

Printing row and column headings on every page of multi-page tables

### **Customise printout**

This section covers items like:

Printing only certain parts of worksheets

Changing paper orientation

Printing worksheets with or without gridlines