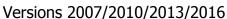


## **Course Outline**

## **Excel – Intermediate Part II**



P.O. Box 225 Phone: 717-560-3552 East Petersburg, PA 17520 E-Mail: Registrar@PCEasy.com

**Program Objectives:** Students will learn the skills and concepts necessary to protect worksheets, dress them up, manipulate dates, and create and use macros.

- Introduction
- **Opening Multiple Files**
- Password Protection for Files
- Displaying Formulas on the Screen
- Protecting the Worksheet
  - Unlocking Cells
  - Protecting the Sheet
  - Unprotecting the Sheet
- Range Names
  - Moving Around Excel
  - Changing a Range Definition
  - Deleting a Range Definition
- Page Setup Options
- Printing
  - **Automatic Compression** 0
  - Changing Paper Size
  - Headers and/or Footers 0
  - o Gridlines
  - Row/Column Headings
  - Changing Page Order
  - **Print Titles**
  - Saving Settings in Default **Template**
  - Setting/Removing Print Area
- Splitting Windows Setting Views
- Calculating Percentages
- Formatting Zero Values
- Dates
  - Entering the Current Date/Time
  - Entering the System Date/Time
  - Choosing Additional Date **Formats**

- Fill Series Feature
- Using Ctrl-Fill
- Using Fill Justify
- Manual Recalculation
- Auto Recover Feature
- Sharing Excel Data Within Windows
- Linking Data From the Clipboard
- Graphics
  - Inserting/Deleting
  - Resizing/Rotating
  - Moving
- Find Feature
- Replace Feature
- Hiding/Unhiding Columns
- Inserting/Deleting Cell Comments
- Range Value
- Enhancing File Appearance
  - Adding Color to Text
  - Adding Background Color
  - Adding Shading
  - Adding Borders
  - Font Enhancements
- Wrapping Text Within a Cell
- Using the Format Painter
- Removing Formatting from a Cell
- Using the Drawing Tools
- Using the Text Box Feature
- **Drawing Features**
- Macros
  - Recording
  - Viewing the Visual Basic Code
  - Running
- **Exiting From Excel**

## **Course Prerequisite**

Must have Excel – Intermediate Part I or equivalent experience

(4 CPE Credits)