



Course Outline



Excel – Intermediate Part II

Versions 2007/2010/2013/2016

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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
 - Changing Paper Size
 - Headers and/or Footers
 - 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)