



## Excel - Level 2

### Description

Helps the learner develop a working knowledge of spreadsheets, from entering data and formatting worksheets, to creating charts and producing high-quality documents. The learner will be able to produce a high quality Spreadsheet using complex formulae and functions and demonstrate complex methods to integrate different types of data.

### Skills Required

Suitable for existing Microsoft Excel users seeking to improve their understanding and knowledge to produce effective, powerful and robust spreadsheets. This course follows on from our Level 1 course and is full of shortcuts and tips.

### Units

- ◇ Worksheets
- ◇ Formatting Text and Conditional Formatting
- ◇ Cell References
- ◇ Formulae and Functions
- ◇ Linking Data
- ◇ Working with Large Data
- ◇ Text Functions and Tables (Lists)
- ◇ Templates
- ◇ Charting
- ◇ Error Values

### Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

### About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

### Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: [info@cdsacademy.co.uk](mailto:info@cdsacademy.co.uk) or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

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# Excel Level 2 Course Content

## Worksheets

- Inserting, Naming, Moving and Deleting a Worksheet
- Freeze and Unfreeze Panes
- Hiding Columns, Rows
- Hiding Worksheets and Workbooks

## Formatting Text and Conditional Formatting

- Merge and Centre cells
- Changing Height and Width of columns and cells
- Copy Formatting to single and multiple Cells
- Create conditions to cells
- Apply shading and formats to cells by setting up conditions

## Cell References

- BODMAS
- Relative cells and columns
- Absolute cells and columns

## Formulae and Functions

- IF Statements
- Count, Counta and Countif
- Max and Min
- Average
- Sumif

## Linking Data

- Create links in worksheets
- Create links in workbooks

## Working with Large Data

- Split Worksheets
- Freeze Panes
- AutoFilter
- Sort
- Custom Sort

## Text Functions and Tables (Lists)

- Round Function
- Lookup Functions
- Text to Columns
- Creating Tables
- Formatting Tables

## Templates

- Create a Template
- Saving Templates
- Modifying Templates
- Using Templates

## Charting

- Creating and Amending a Chart
- Scaling Axis
- Adding labels to a Chart
- Exploding a Pie Chart
- Dragging out a Pie Sector
- Adding a Text Box to a Chart

## Error Values

- Resolving Errors
  - ◆ #####
  - ◆ #VALUE
  - ◆ #REF
  - ◆ #DOV/0
  - ◆ CIRCULAR:A1



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