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MICROSOFT EXCEL – LEVEL 2 / MED (2013, 2016, 2019)

Course Code: 7125

Learn how to use formulas and advanced functions while creating workbooks.

This course will teach you how to use formulas and advanced functions, create and format tables, sort and filter, add and format graphics, and protect and finalize a workbook.

Instruction will be personalized by version. Students have the option to progress through the course using, Microsoft Excel- Level 2 2013, or Microsoft Excel Level 2 2016.

What You'll Learn

Upon successful completion of this course, you will be able to leverage the power of data calculations and presentation in order to make informed, intelligent organizational decisions. You will work with functions and lists, create advanced formulas, protect your spreadsheets and work with custom view.

Who Needs to Attend

This course is designed for students who already have foundational knowledge and skills in Excel and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Prerequisites

The prerequisites for this course are an introductory Excel course, or equivalent working knowledge of the software.

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CLASSROOM LIVE	$275 CAD	1 Day

Classroom Live Outline

Creating Advanced Formulas

- Apply Range Names
- Use Specialized Functions

Analyzing Data with Logical and Lookup Functions

- Use Text Functions
- Use Logical Functions
- Use Lookup Functions
- Use Data Functions
- Use Financial Functions

Organizing Worksheet Data with Tables

- Create and Modify Tables
- Sort and Filter Data
- Subtotal and Database Functions in Calculate Data

Visualization Data with Charts

- Create Charts
- Modify and Format Charts
- Create a Trendline
- Create Advanced Charts

Classroom Live Labs

- Range Names
- Specialized Functions
- Lookup Functions
- Working with Tables
- Create and Customize Tables
- Virtualizing Data with Charts

- How to Create and Modify Charts
- Working with Trendlines

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VIRTUAL CLASSROOM LIVE	$275 CAD	1 Day

Virtual Classroom Live Outline

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- Use Text Functions
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- Use Data Functions
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Virtual Classroom Live Labs

- Range Names
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- How to Create and Modify Charts
- Working with Trendlines

Oct 6 - 6, 2026 | 12:00 - 7:00 PM EDT

Oct 20 - 20, 2026 | 9:00 AM - 4:00 PM EDT

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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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