



Excel 2013 Level 2 Agenda



Working with Tables

Formatting Data as a Table
Finding and Replacing Data
Conditional Formatting

Filtering

AutoFilter

Working with Worksheets

Group Workbooks
Using Multiple Worksheets
Copying Formatting Between Sheets
Cell Styles and Themes
3D Referencing

Calculations

Review
Text Functions
Split and Concatenate
Date Functions

Charts and Tables

Creating and Modifying Charts
Creating and Formatting Tables

Working with Objects

SmartArt
Inserting Shapes and ClipArt
Using Templates
Hyperlinks

Comments

Inserting and Viewing