

REVIEW OF LEVEL I

- Create Formulas / Create Functions
- Formatting
- Absolute
- Multi-sheet Formulas
- Merge & Center
- Add / Delete Rows & Columns
- Move or Copy Sheets
- Header / Footer

ADVANCED FORMATTING

- Rotate Text / Wrap Text
- Format SSN and Phone #
- Indent
- Hiding Rows / Columns / Sheets
- Creating Custom format
- Format Painter
- Paste Special
- Conditional formatting and clear
 - Highlight Cells Rule
 - Icon sets/ top /Bottom rules
 - Data Bars / Manage Rule

DATABASE OPTIONS

- Single and Multilevel Sort
 - Add / Remove a level
 - Sort by Color / Sort by Custom List
- AutoFilter
 - Custom Filters
 - Filter by color
 - Text Filter / Number Filter
- Subtotals
 - 2 levels of subtotals
 - Change SUM/AVG/COUNT
 - Page break between groups
- Remove Duplicates

FORMATTING AS A TABLE

- Format as Table – Ctrl T
- Table Style Options

CHARTS

- F11 / Changing The Type
- Adding Items /Deleting Items /Moving Items
- Sizing the chart
- Formatting Chart Text & numbers
- Adding Additional Data
- Print A Chart/ Preview A Chart
- Move a chart to a different sheet
- Add chart title / Chart layout group
- Change Chart Type
- Sparklines (2010 only)

INSERT SHAPES

- Arrows
- Shapes
- Text box
- Format

FUNCTIONS

- Simple =IF / Nested =IF
- =AND(IF =OR(IF
- =SUMIF
- =COUNTIF / =COUNTA
- =VLOOKUP / =HLOOKUP
- =TODAY / =NOW
 - Ctrl + ;
- Function Wizard
- Display Formulas in workbook

COMMENTS

- Adding / deleting / removing

THEMES

- Add a theme
- Add a Color/Font theme

OTHER PRINTING TOPICS

- Insert / Remove Page Breaks
- Fit to 1 Page
- Print Titles / Freeze Panes
- Split Window
- View Side by Side

DATA VALIDATION

- Whole numbers
- Manage text length
- Custom Stop messages
- Input Messages
- Using a List

WORKBOOK STUFF

- Worksheet Protection
 - Cell Protection / Password Protect
- Password Protecting files
- Range Names
 - Name Manager
- Text to columns

PDF

- Save As Options