



Excel 365 Level 2 Presenting Information

Web presentation

90 mins

Is this course for you?

You are familiar with basic Excel techniques, such as entering data, writing simple formulas and applying basic formatting. You now want to find different ways of presenting your data, so it is effective and eye-catching.

This course includes topics from the Excel Intermediate course

Pre-requisites

The course assumes that delegates are familiar with:
entering data and simple formulas in Excel.

To take part in this course, delegates will need an internet-connected device with camera and microphone, and an internet connection which can stream video in reasonable quality.

Course duration: 90 mins

Course objectives

At the end of the course, you will be able to apply conditional formatting to data, making cells change colour depending on their values. You will understand Excel theme colours and know how to add and format icons on a worksheet. You will be able to create a chart and apply formatting to it in order to present your information effectively.

Theme colours

- What is a theme colour?
- Change the theme colours
- Understand the effect of changing theme colours

Icons

- Search for an icon
- Insert an icon on a worksheet
- Format an icon

Apply conditional formatting

- Understand the different types of conditional formatting
- Apply conditional formatting to cells
- Edit and remove conditional formatting

Excel Charts

- Create a chart
 - Move, print and delete a chart
 - Add and remove chart elements
 - Format different elements of a chart
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This is a provisional course outline and may change