

<b>Program Name</b>	<b>Excel</b>
<b>Level</b>	II
<b>Pre-Requisite(s)</b>	Excel – Level I
<b>Recommended WEI Programs To Have Completed Prior to Starting this Program</b>	N/A
<b>Total Hours</b>	40
<b>Description</b>	Building on the concepts presented in Microsoft Excel (level I), this next level focuses on data analysis and reporting as well as integration, dataflow, and modifying databases using advance charting and customized formulas. You will also learn how to create pivot tables and charts.

**Learning Outcomes:**

- Create with advance charting
- Demonstrate various customizing functions (Fx)
- Apply If statements - basic and complex
- Sort, filter, and manipulate data
- Create and modify databases
- Create pivot-tables and charts
- Creating macros

**Standard Topics:**

- Advance charting
- Data analysis and reporting
- Linking and embedding for reporting
- Integration and dataflow
- Modifying databases
- Pivot-tables
- Charts

**Mandatory Core Concepts:**

- **Formulas** - Vlookups, absolute cells, and custom formulas such MMMM/DD/YYYY
- **Macros** - record a macro, assign a macro to keystroke, and assign a macro to a button on the toolbar