**CT 240 – Microsoft Excel 2 (Excel2)**

**Course Description**

Using step-by-step instructions, this seven-session course introduces advanced features of Microsoft Excel, the fully featured spreadsheet program included in Microsoft Office.

**Prerequisite Skills**

Excel 1 with Advance recommendation.

**Learning Objectives**

1. Review basics of selecting and entering information
2. Create formulas that reference other worksheets or workbooks
3. Understand absolute reference formulas
4. Create and modify advanced charts
5. Use advanced formatting on a worksheet - headers, footers, styles and conditional formatting
6. Use Named Ranges and Data Validation
7. Understand and use the Vlookup function
8. Understand and use Pivot Tables and Pivot Charts