Accounting Solutions Center Inc

Excel Level 2 Outline

Dates and Time in Excel

- Overview: How computers save date information
- Using the TODAY and NOW functions when entering dates
- Formatting of date and time data
- Calculations using date and time data

Working with Text

- Parsing (separating) text entries
- Concatenating (combining) text entries
- Extracting specific parts of a text entry
- Transposing columns & rows

Putting Excel to Work

- Naming Cell Ranges
- Creating Drop Down Lists
- Using Vlookup to complete a form
- Copying Values only
- Setting a Print Area
- Creating nested If functions
- Using Paste Special
- Calculating Loan Payments
- Using Goal Seek and Scenarios
- Creating a loan amortization table

More with Pivot Tables

- Using Slicers and Timelines
- Adding Pivot Charts

Introduction to Macros

- Definition of a macro
- Recording a macro
- Editing a macro
- Adding buttons on a worksheet to run a macro