



## Excel II Core Proficiencies

Prerequisite: Excel I

### Working in 3-D

#### Functions

- IF functions
- Nested IF functions
- Date function
- Lists
- Filtering and sorting
- Autofilter

#### Formulas and Outlines

- Creating an outline
- Using auto-outline

#### Manipulating Data

- Creating an Excel database
- Sorting records
- Using data form to view records
- Filtering records
- Advanced AND/OR conditions
- Exporting data to other applications, such as Word
- Mail merge
- Importing data from a text file
- Importing data from an Access file

#### Workbooks

- Cascading and tiling workbooks
- Copying information between workbooks
- Saving multiple workbooks as a workspace

#### Conditional Formatting

- Applying
- Changing
- Removing

#### Templates

- Using
- Creating
- Changing
- Saving

#### Other options



- Paste special
- Protecting a worksheet
- Assigning a password
- Trace error
- Error checking
- Recording and using a macro
- Writing a macro
- Editing a macro
- Deleting a macro