



Office Productivity Training

Helping your employees work smarter, not harder

Excel 2013 Level 2

Advanced Formulas and Sharing Files

Module 1

- Absolute Cell Referencing
- Using Block Names
- Working with Dates

Module 2

- If Function
- PMT Function
- FV Function
- Round Function
- Lookup Function

Module 3

- Goal Seek
- Linking Files
- Protecting Your Data
- Freezing Columns and Rows
- Splitting the Screen
- Hiding Columns

Module 4

- Inserting a Hyperlink
- Sharing Workbooks
- Tracking Changes
- Working with Comments