MS Excel II: Basic Excel 2013/2016

Sub-Topic 1	Creating Spreadsheets with Formulas that Contain Functions
Description	Inserting functions, using formula AutoComplete, Auto functions
Sub-Topic 2	Formatting Currency Alternatives
Description	Display monetary values as Currency or Accounting
Sub-Topic 3	Modifying Default Text Font and Alignment for Data
Description	Text Font formatting and Data Alignment and Control in Cells
Sub-Topic 4	Enhance the Look and Readability of the Spreadsheet
Description	Apply and Remove Borders and Shading
Sub-Topic 5	Moving and Copying Data
Description	Using Cut/Copy/Paste commands and the Drag/Drop mouse technique
Sub-Topic 6	Modifying the Worksheet
Description	Inserting Rows, Columns and sheets, Changing Row height and Column width
Sub-Topic 7	Helpful Additional Information When printing out a Large Worksheet
Description	Insert custom Headers and Footers, also use of pre-set H&F elements
Sub-Topic 8	Prepare Your Workbook for Printing
Description	Print Preview, Center on Page, Fit on Page, Adjust Margins, etc.
Sub-Topic 9	Printing Your Data
Description	Print entire workbook, only specific sheets, selected cells, Define and Clear Print Area, Print Rows and/or columns on each page

IMPORTANT COURSEWORK PREREQUISITE
Completion of, or working knowledge of curriculum as described in *MS Excel I: Introduction to Excel 2013/2016*, is required

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