

Excel Introduction Course Content

GETTING STARTED

Creating An Excel Workbook

- What's New In Office Excel
- How To Start Excel
- How To Create a New Default Excel Workbook
- How To Create A New Excel Workbook Using A Template

Becoming Familiar With The Excel Screen

- How To Work With The Ribbon
- How To Use The Contextual Tabs
- How To Use the Dialog Box Launchers
- How To Use Live Preview
- How To Use Access Keys
- How To Use The Office Button
- How To Use the Quick Access Toolbar
- How To Add a Command To The Quick Access Toolbar
- How To Remove A Command From the Quick Access Toolbar
- How To Customize the Quick Access Toolbar
- How To Move the Quick Access Toolbar
- How To Use the Mini-Toolbar
- How To Access The Shortcut Menu Using The Mouse
- How To Customize The Status Bar
- How To Change The Views
- How To Show And Hide Workbook Elements
- How To Use The Zoom

Getting Help And Maintenance

- How To Search Help
- How To Use The Help Contents
- How To Get Help From Office Online
- How To Get Help On A Command
- How To Get Help In A Dialog Box
- How To Get Office Updates From Microsoft Update Site
- How To Run Microsoft Office Diagnostics
- How To Repair A Corrupted Workbook Manually
- How To Set The AutoRecover Options
- How To Recover An Excel File

Moving Around Your Cursor

- How To Activate A Cell Using The Mouse
- How To Move To A Cell Using The Keyboard
- How To Move Around Using The Go To Command
- How To Move To A Cell Using The Name Box
- How To Move Within A Selected Range
- How To Move To Other Sheets Within A Workbook

Selecting A Range Of Cells In Workbook

- How To Select A Single Cell
- How To Select A Range of Cells
- How To Select A Range Of Cells Using <Shift>
- How To Select An Entire Column
- How To Select The Entire Row
- How To Select The Entire Worksheet
- How To Select Non-Adjacent Ranges
- How To Select Multiple Worksheets

Entering Data into Worksheet

- How To Enter Text (Label) Into A Cell
- How To Edit The Contents Of A Cell
- How To Edit Text In A Cell Using The Formula Bar
- How To Replace The Contents Of A Cell
- How To Delete The Contents Of A Cell
- How To Undo And Redo Changes
- How To Enter A Number As A Value In A Cell
- How To Enter A Number As A Label In A Cell
- How To Enter Date Into A Cell
- How To Use AutoFill To Enter Text
- How To Use AutoFill Options
- How To Use AutoFill To Enter A Sequence Of Numbers
- How To Customize AutoFill
- How To Use A List To Enter Data
- How To Enter Data Into A Range Of Cells
- How To Fill A Range Of Cells With The Same Data
- How To Document Workbook Properties
- How To Save A Workbook For The First Time
- How To Save Another Copy Using 'Save As'
- How To Save With A Different File Format
- How To Save To Another Folder
- How To Save On A Diskette
- How To Close The Current Workbook
- How To Open A Workbook
- How To Exit Excel
- How To Hide And Unhide A Workbook

PERFORMING CALCULATIONS

Using A Simple Formula

- How To Resize The Formula Bar
- How To Enter A Formula Using The Keyboard
- How To Enter A Cell or A Range Reference Using The Mouse
- How To Use AutoSum To Calculate Totals
- How To Use Relative References
- How To Use Absolute References

Using Simple Functions

- How To Enter A Function Directly
- How To Use AutoComplete To Create Formulas
- How To Turn Formula AutoComplete On Or Off
- How To Insert Other Functions Using AutoSum Button
- How To Use The Insert Function

Using AutoCalculate

- How To Use AutoCalculate To Do A Calculation Without Using A Formula

MANAGING WORKSHEETS AND WORKBOOK INFORMATION

Managing Worksheet Information

- How To Move Information Using Cut And Paste
- How To Drag And Drop Information
- How To Copy And Paste Information
- How To Use Paste Options
- How To Drag And Drop To Copy Information
- How To Insert A New Row
- How To Insert Multiple Rows
- How To Delete Rows
- How To Insert A New Column
- How To Insert Multiple Columns
- How To Delete Columns
- How To Insert A Cell

Managing Workbook Information

- How To Rename Worksheet
- How To Add A New Worksheet
- How To Rearrange Worksheets
- How To Copy Worksheet
- How To Hide And Unhide A Worksheet

- How To Format A Worksheet Tab
- How To Add A Sheet Background
- How To Delete A Worksheet

FORMATTING WORKSHEETS

Adjusting Column Width / Row Height

- How To Adjust The Column Width Using The Mouse
- How To Adjust The Column Width Using The Menu
- How To Adjust The Row Height Using The Mouse
- How To Adjust The Row Height Using The Menu
- How To Hide / Unhide Rows / Columns
- How To Freeze A Column / A Row
- How To Split A Worksheet Into Panes

Formatting Cells Using The Ribbons

- How To Change The Font
- How To Change The Font Size
- How To Make Text Bold
- How To Italicize Text
- How To Underline Text
- How To Change The Font Color
- How To Align Data In A Cell
- How To Indent Data In A Cell
- How To Merge Cells
- How To Change Numbers To Percentages
- How To Increase / Decrease Decimal Places
- How To Copy A Format Using Format Painter

Formatting Cells Using The Format Cells Dialog Box

- How To Double Underline Using The Menu Option
- How To Align Cell Data Vertically
- How To Change Text Orientation
- How To Wrap Text In A Cell
- How To Format Numbers As Currency
- How To Format Dates
- How To Change The Background Color Of A Cell
- How To Add An Outline Border
- How To Add A Double Line Border
- How To Draw A Border Using The Mouse
- How To Format A Table Quickly

Excel Intermediate Course Content

WORKING WITH ILLUSTRATIONS AND CHARTS

Working With Illustrations

- How To Insert An Picture And Apply A Style To It
- How To Apply A Shape To A Picture
- How To Apply An Effect
- How To Insert Shapes And Apply Styles
- How To Rearrange, Show/Hide Objects Using The Selection Pane
- How To Insert A SmartArt
- How To Use The SmartArt Text Pane
- How To Change The Shape In A SmartArt

Creating A Chart

- How To Insert A Chart
- How To Move A Chart
- How To Resize A Chart
- How To Change The Chart Type
- How To Add, Edit or Remove A Chart Data Source
- How To Swap Labels In The Legend With The Horizontal Axis
- How To Change The Order Of A Data Series
- How To Move An Existing Chart To A New Worksheet

Modifying A Chart

- How To Change A Chart Layout And Style
- How To Change The Chart Title
- How To Change The Axis Titles
- How To Change The Legend
- How To Insert Data Labels
- How To Add A Data Table
- How To Change The Axes
- How To Change The Gridlines
- How To Insert A New Chart Element
- How To Delete A Chart

Formatting A Chart

- How To Select A Chart Element
- How To Format The Chart Elements
- How To Format Text In A Chart Using WordArt
- How To Change The Text Orientation
- How To Change The Color Of A Chart Element
- How To Create A Combination Of Chart Types
- How To Create A Pie Chart
- How To Set A Password To Edit A Specific Range

- How To Set The 3-D Rotation

SETTING UP A PAGE AND PRINTING

Setting Up A Page

- How To Insert And Remove A Page Break
- How To Set And Clear The Print Area
- How To Change The Margin In The Page Layout View
- How To Change The Page Orientation
- How To Change The Scaling
- How To Change The Paper Size
- How To Change The Page Margin
- How To Align To The Center Of The Page
- How To Add A Header / Footer
- How To Add An Image As A Watermark

Previewing and Printing

- How To View The Print Preview
- How To Print Active Sheets
- How To Print Selected Cells
- How To Print A Chart
- How To Print Multiple Copies

VALIDATING, PROTECTING AND AUDITING FORMS & TEMPLATES

Using Data Validation And Tracing Invalid Data

- How To Validate Data Input
- How To Compose A Data Input Message
- How To Create An Error Alert Message
- How To Circle Invalid Data

Creating A New Workbook Base On A Template

- How To Create A New Workbook Base On A Template
- How To Create A New Template
- How To Create A New Workbook Base On Your Own Template
- How To Edit The Template

Protecting Worksheet Styles, Contents And Elements

- How To Protect The Worksheet
- How To Unprotect The Worksheet
- How To Unlock Cells For Editing In A Protected Sheet
- How To Hide A Cell Formula

How To Grant Selected Users Permission To Edit A Range Without A Password
Protecting Workbook Contents
How To Protect And Unprotect The Workbook Structure

Protecting Your Workbook From Unauthorized Users Access

How To Set A Password To Open A Worksheet
How To Remove A Password From A Workbook
How To Set A Password To Modify A Worksheet

Auditing Worksheets And Tracing Cell References

How To Find Cells That Provide Data To An Active Cell (Precedents)
How To Find Cells That Are Referred To By An Active Cell (Dependents)
How To Correct Calculation Errors
How To Set Error Checking Options
How To Scan And Correct All Errors
How To Use The Watch Window

WORKING WITH ADVANCED FORMATTING, STYLES AND OUTLINING

Customizing The Appearance Of Data With Advanced Formatting

How To Use The Built-In Number Formats
How To Customize The Number Format
How To Customize The Date Format

Using Conditional Formatting

How To Use The Conditional Formatting To Highlight Cells
How To Use The Data Bars
How To Use The Color Scales
How To Use The Icon Sets
How To Edit The Rules
How To Change The Precedence Of The Rules
How To Stop A Rule
How To Clear The Rules

Maintaining Format Consistency With Styles And Themes

How To Apply A Built-in Cell Style
How To Create A Custom Cell Style
How To Update A Link

How To Apply A Custom Cell Style
How To Modify / Delete A Cell Style
How To Merge A Style From Another Workbook
How To Apply A Theme
How To Create New Theme Colors
How To Create New Theme Fonts
How To Select The Theme Effects

Using Data Outlining

How To Create An Outline Automatically
How To Remove An Outline
How To Create An Outline Manually
How To Use A Subtotal To Create An Outline
How To Show / Hide Details Using Outline Symbols

WORKING WITH MULTIPLE WORKSHEETS AND WORKBOOKS

Managing Data in Multiple Worksheets

How To Select Adjacent Worksheets
How To Select Non-Adjacent Worksheets
How To Enter Data Into Multiple Worksheets

Using A 3-D Formula Across Worksheets

How To Enter A 3-D Formula Across Worksheets
How To Enter A 3-D Formula Across Worksheets Using A Function

Using Range Names

How To Define Names Quickly
How To Define A Range Name Manually
How To Define A 3-D Range
How To Manage Names Using The Name Manager
How To Redefine The Cell References For A Range Name
How To Insert A Name In A Formula

Combining Worksheets And Data From Different Workbooks

How To Consolidate Data
How To Move Or Copy Worksheets to Another Workbook

Linking Information From Different Worksheets And Workbooks

How To Link Information Using Copy And Paste Link

USING ADVANCED FUNCTIONS

Using Financial Functions

How To Use The PMT Function
How To Use The ABS Function

Using Logical Functions

How To Use A Logical Test
How To Use The IF Function To Return A Text
How To Use The IF Function To Return A Value
How To Use A Nested IF Function
How To Use The OR Function
How To Use The AND Function
How To Use the COUNTIF Function

Excel Advanced Course Content

WORKING WITH TABLES

Creating Tables

How To Create A Table
How To Change The Style Of A Table
How To Create A New Table Style
How To Show Or Hide Table Elements
How To Create A Calculation In A Table
How To Insert And Delete A Table Row
How To Resize A Table
How To Convert A Table To A Range
How To Sort The Data In A Table
How To Perform Multiple Sort
How To Set Customize The Sort Order

Using The AutoFilter

How To Enable / Disable The AutoFilter
How To Apply / Remove The Filter
How To Customize The Filter

Using The Advanced Filter

How To Define The Criteria Range
How To Use The Advanced Filter

Using Simple Database Functions

How To Find The Sum Of Specific Records Using The Insert Function Button
How To Find The Average Of Specific Records
How To Find The Maximum / Minimum Value Of Specific Records

Using The VLOOKUP Function

How To Use VLOOKUP To Find Data

How To Limit The Lookup Value For An Exact Match
How To Use The Closest Match For The Lookup Value

CREATING A PIVOTTABLE AND ANALYZING DATA

Creating A PivotTable

How To Create A PivotTable

Updating A PivotTable

How To Update The Information In A PivotTable
How To Change The Layout Of A PivotTable
How To Add An Information Field To A PivotTable
How To Arrange Information In A PivotTable
How To Filter The Report In A PivotTable
How To Filter Specific Records

Exploring What-If Tables

How To Create A One Variable What-If Table
How To Create A Two Variables What-If Table

Using Scenarios

How To Create Scenarios
How To Apply A Scenario

Implementing Problem Solving

How To Use The Goal Seek Tool
How To Load Add-Ins
How To Use The Solver Tools

How To Run A Relative Reference Macro

Working With Calculated Fields In A PivotTable

How To Change The Calculated Field Value Settings
How To Insert A Calculated Field
How To Delete Calculated Fields
How To Change A PivotTable Options

Creating A Chart From A PivotTable

How To Create A Chart From A PivotTable

USING WORKGROUP FEATURES

Using Comments

How To Add A Comment Into A Cell
How To Show/Hide Comments Permanently
How To Show/Hide Comment Indicators
How To Inspect A Workbook
How To Apply Password Protection To The Editable Cells

Sharing Workbooks

How To Enable Workbook Sharing
How To Merge Copies Of Shared Workbooks
How To Accept Or Reject Changes In A Merged Workbook
How To Protect A Shared Workbook
How To Track Changes In The Same Workbook
How To Accept Or Reject Changes From Different Users

AUTOMATING ROUTINE TASKS WITH MACROS

Understanding Macros

How To Record A New Macro
How To Run A Macro
How To Create A Run Macro Button How To Show The Developer Tab
How To Create A Macro Command Button On A Worksheet
How To Edit The Command Button

Editing A Macro

How To Edit Macro Coding
How To Rename A Macro
How To Delete A Macro

Using A Relative Reference Macro

How To Record A Relative Reference Macro

INTEGRATING DATA WITH OTHER APPLICATIONS

Importing / Exporting Data

How To Use The Text Import Wizard
How To Export Data To Another File Type
How To Copy Data From Other Applications
How To Insert An Object

Retrieving Data From A Database

How To Get Specific Information From Microsoft Query