MICROSOFT EXCEL TRAINING - COURSE OUTLINE

THE BASICS

- CREATING A NEW WORKBOOK
- NAVIGATING IN EXCEL
- MOVING THE CELL POINTER
- USING EXCEL MENUS
- USING EXCEL TOOLBARS: HIDING, DISPLAYING, AND MOVING TOOLBARS
- ENTERING VALUES IN A WORKSHEET AND SELECTING A CELL RANGE
- PREVIEWING AND PRINTING A WORKSHEET
- GETTING HELP FROM THE OFFICE ASSISTANT
- SAVING A WORKBOOK & RE-OPENING A SAVED WORKBOOK

FORMATTING A WORKSHEET

- CREATING HEADERS, FOOTERS, AND PAGE NUMBERS
- ADJUSTING PAGE MARGINS AND ORIENTATION
- ADDING PRINT TITLES AND GRIDLINES, ROWS TO REPEAT AT TOP
- OF EACH PAGE FORMATTING FONTS & VALUES
- ADJUSTING ROW HEIGHT AND COLUMN WIDTH
- CHANGING CELL ALIGNMENT
- ADDING BORDERS
- APPLYING COLORS AND PATTERNS
- USING THE FORMAT PAINTER
- USING AUTOFORMAT
- MERGING CELLS, ROTATING TEXT, AND USING AUTOFIT
- USING AUTOFILL

MANAGING YOUR WORKBOOKS

- SWITCHING BETWEEN SHEETS IN A WORKBOOK
- INSERTING AND DELETING WORKSHEETS
- RENAMING AND MOVING WORKSHEETS
- PROTECTING A WORKBOOK
- HIDING COLUMNS, ROWS AND SHEETS
- SPLITTING AND FREEZING A WINDOW
- INSERTING PAGE BREAKS
- ADVANCED PRINTING OPTIONS

EDITING A WORKBOOK

- ENTERING DATE VALUES AND USING AUTOCOMPLETE
- EDITING, CLEARING, AND REPLACING CELL CONTENTS
- CUTTING, COPYING, AND PASTING CELLS
- MOVING AND COPYING CELLS WITH DRAG AND DROP
- COLLECTING AND PASTING MULTIPLE ITEMS
- USING THE PASTE SPECIAL COMMAND
- INSERTING AND DELETING CELLS, ROWS, AND COLUMNS
- USING UNDO, REDO, AND REPEAT
- CHECKING YOUR SPELLING
- FINDING AND REPLACING INFORMATION
- INSERTING CELL COMMENTS

FORMULAS

- CREATING A BASIC FORMULA
- CALCULATING VALUE TOTALS WITH AUTOSUM
- EDITING & COPYING FORMULAS
- FIXING ERRORS IN YOUR FORMULAS
- FORMULAS WITH SEVERAL OPERATORS AND CELL RANGES

WORKING WITH THE FORMS MENU

SORTING, SUBTOTALING & FILTERING DATA
COPY & PASTE FILTERED RECORDS
USING DATA VALIDATION

CREATING & WORKING WITH CHARTS

CREATING A CHART
MOVING AND RESIZING A CHART
FORMATTING AND EDITING OBJECTS IN A CHART
CHANGING A CHART'S SOURCE DATA
CHANGING A CHART TYPE AND WORKING WITH PIE CHARTS
ADDING TITLES, GRIDLINES, AND A DATA TABLE
FORMATTING A DATA SERIES AND CHART AXIS
ANNOTATING A CHART
WORKING WITH 3-D CHARTS
SELECTING AND SAVING A CUSTOM CHART
USING FILL EFFECTS
MAPPING DATA
MODIFYING A MAP

DATA ANALYSIS & PIVOT TABLES

CREATING A PIVOTTABLE
SPECIFYING THE DATA A PIVOTTABLE ANALYZES
CHANGING A PIVOTTABLE'S CALCULATION
SELECTING WHAT APPEARS IN A PIVOTTABLE
GROUPING DATES IN A PIVOTTABLE
UPDATING A PIVOTTABLE
FORMATTING AND CHARTING A PIVOTTABLE
VLOOKUP
HLOOKUP

AUTOMATING TASKS WITH MACROS

RECORDING A MACRO
PLAYING A MACRO AND ASSIGNING A MACRO A SHORTCUT KEY
ADDING A MACRO TO A TOOLBAR

WORKING WITH OTHER PROGRAMS

INSERTING AN EXCEL WORKSHEET INTO A WORD DOCUMENT
MODIFYING AN INSERTED EXCEL WORKSHEET
INSERTING A LINKED EXCEL CHART IN A WORD DOCUMENT
INSERTING A GRAPHIC INTO A WORKSHEET

This document was created with the Win2PDF “print to PDF” printer available at
http://www.win2pdf.com

This version of Win2PDF 10 is for evaluation and non-commercial use only.

This page will not be added after purchasing Win2PDF.

http://www.win2pdf.com/purchase/