

EXCEL INTRODUCTION

MODULE 1: Getting Started with Microsoft Excel

- Starting Out
- About Workbooks
- Exploring your Workbook
- Getting Help with Excel

MODULE 2: The Excel Interface

- The Quick Access Toolbar and File Menu
- The Home Tab
- The Insert Tab
- The Page Layout Tab
- The Formulas Tab
- The Data Tab
- The Review Tab

MODULE 3: Microsoft Excel Basics

- Working with Excel
- Moving your Data
- Basic Excel Features
- Smart Tags and Options Buttons
- Editing Tools

MODULE 4: Editing your Workbook

- Cell Formatting
- Conditional Formatting
- Enhancing a Worksheet's Appearance

MODULE 5: Printing and Viewing your Workbook

- Using the View Tab
- Managing a Single Window
- Managing Multiple Windows
- Printing your Workbook
- Print Page Layout options

MODULE 6: Working with Charts in Excel

- Using Recommended and Standard Charts
- Chart Elements
- Chart Tools - Design & Format

EXCEL ADVANCED

MODULE 1: Grouping & Outlining and Subtotals

- Outlining and Grouping Data
- Using the Subtotals Tool

MODULE 2: What-If Analysis

- Exploring Scenarios
- Goal Seek and Data Tables
- Using Solver

MODULE 3: PivotTables

- Getting Started with PivotTables
- Displaying Data in a PivotTable
- Formatting a PivotTable
- Using the Classic PivotTable Layout
- Slicers

MODULE 4: Charting Pivoted Data

- Getting Started with PivotCharts
- Using the PivotChart Tools Tabs
- Formatting a PivotChart

MODULE 5: Advanced Excel Tasks

- Excel and Hyperlinks
- Using Custom AutoFill Lists
- Sharing Workbooks

MODULE 6: Creating HLOOKUP and VLOOKUP

- Using the VLOOKUP Function
- Using the LOOKUP Function

MODULE 7: Introduction to Macros in Excel

- Recording and Playing Macros
- Copying and Deleting Macros
- Visual Basic and Macros

EXCEL PROFESSIONAL

MODULE 1: Advanced Conditional Formatting

- Editing Standard Formatting Rules
- Using Formulas in Conditional Formatting

MODULE 2: Using Form Controls and Templates

- Using Form Controls
- Creating Templates

MODULE 3: Advanced Lookup Functions

- Using the Index Function
- Using the Match Function
- Using Index and Match Together
- Using Index and Match with Array Formula
- Using the Indirect Function

MODULE 4: Advanced Functions in Excel

- Using Error Functions
- Using Logical Functions
- Using Array Formulas
- Using Rounding Functions

MODULE 5: Advanced Pivot Table Tools

- Importing Pivot Table Data
- Calculated Fields in Pivot Tables
- Showing Pivot Data as a Percentage
- Creating Custom Pivot Tables Styles

MODULE 6: Introduction to User Defined Functions Using VBA

- Creating a User Defined Function
- Creating an Interactive Procedure
- Create and Share a Function Add-in

EXCEL VBA INTRODUCTION

MODULE 1: Recording and Running Macros in Excel

- Setting Excel Macro Options
- Record and Run Simple Macros
- Assign Macros to the Quick Access Toolbar

MODULE 2: Introduction to the Excel VBA Editor

- Starting the Visual Basic Editor
- Using the Project Explorer
- Using the Properties Window
- Creating, Importing and Exporting Modules
- Explore Recorded Macros

MODULE 3: Creating Procedures and Functions

- Creating Sub and Function Procedures
- Declare and Use Variables
- Displaying Message to the User
- Getting Input from the User

MODULE 4: Working with the Excel Object Model

- Understanding Objects, Properties and Methods
- Referencing Cells and Ranges
- Gathering Cell and Range Information
- Using the Offset Method
- Using the Resize Method
- Using With Blocks
- Referencing Workbooks and Worksheets

MODULE 5: Controlling Program Flow

- Using the IF Statement
- Using the Select Case Statement
- Using For Next Loops
- Using Do Loops
- Using For Next Loops

EXCEL VBA ADVANCED

MODULE 1: Advanced Procedures

- Calling Procedures
- Passing Values to Procedures

MODULE 2: Advanced Variables

- Understanding Variable Scope
- Understanding Object Variables
- Creating Array Variables
- Creating Dynamic Array Variables

MODULE 3: Interacting with Office Applications

- Setting References to other Applications
- Setting References using Late Binding
- Create a PowerPoint Presentation
- Create a Letter in Word

MODULE 4: Debugging and Error Traps

- Review of Error Types
- Debugging tools
- Setting Error Traps

MODULE 5: Creating Custom User Forms

- Creating a Custom Form
- Adding Form Controls
- Creating Event Procedures

MODULE 6: Workbook and Worksheet Events

- Create Workbook Events
- Create WorkSheet Events