BASIC TO INTERMEDIATE EXCEL TRAINING

Getting Started with Excel

What is Excel used for?

- **Using the menu system**
- **The Quick Access Toolbar**
- **The structure of a worksheet or workbook**
- **Using the Formula bar**
- **Using the Status bar**
- **Navigation and mouse pointers**
- **Shortcut menus and the Mini toolbar**
- **Using the built-in help**
- **Creating new files**

Entering Data

- **Exploring data entry and editing techniques**
- **Entering data with AutoFill**
- **Working with dates and times**
- **Using Undo and Redo**
- **Adding comments**
- **Using Save or Save As**

Creating Formulas and Functions

- **Creating simple formulas: Totals and averages**
- **Copying a formula for adjacent cells**
- **Calculating year-to-date profits**
- **Creating a percentage-increase formula**
- **Working with relative, absolute, and mixed references**
- **Using SUM and AVERAGE**
- **Using other common functions**

Formatting

- **Exploring font styles and effects**
- **Adjusting row heights and column widths**
- **Working with alignment and Wrap Text**
- **Designing borders**
- **Exploring numeric and special formatting**

- **Formatting numbers and dates**
- **Conditional formatting**
- **Creating and using tables**
- **Inserting shapes, arrows, and other visual features**

Adjusting Worksheet Layout and Data

- **Inserting and deleting rows and columns**
- **Hiding and unhiding rows and columns**
- **Moving, copying, and inserting data**
- **Finding and replacing data**

Printing

- **Exploring the Page Layout tab and view**
- **Previewing page breaks**
- **Working with Page Setup and printing controls**

Sorting Data

- **Sorting from the Sort menu**
- **Sorting from the toolbar**
- **Multi-key sorting**
- **Sorting based on the order of data in custom lists**
- **Sorting by color font, color background, or icon**
- **Sorting columns**
- **Sorting data in random order**

Filtering Data

- **Using single- and multiple-column text filtering**
- **Taking a look at special numeric filters**
- **Harnessing special date filters**
- **Creating a top-ten list by value or percent**
- **Creating custom filters**
- **Copying and sorting filtered lists**
- **Recognizing the limitations of standard filtering**

Creating Automatic Subtotals in Sorted Lists

- **Setting up subtotals**
- **Creating multiple levels and copying subtotals**

Using Advanced Filters

- **Using the Advanced Filter for complex OR criteria**
- **Using the Advanced Filter for complex multiple-field criteria**
- **Using the Advanced Filter to create unique lists from repeating field data**

Eliminating Duplicate Data

- **Using the Remove Duplicates command**
- **Using a specialized array formula to identify data that's been duplicated**
- **Using an array formula to count the number of unique items in a list**

Introduction to Charting

- **Creating charts**
- **Exploring chart types**
- **Formatting charts**
- **Working with axes, labels, gridlines, and other chart elements**
- **Creating in-cell charts with sparklines**

Adjusting Worksheet Views

- **Freezing and unfreezing panes**
- **Splitting screens horizontally and vertically**
- **Showing necessary information with the Outlining feature**

Multiple Worksheets and Workbooks

- **Displaying multiple worksheets and workbooks**
- **Renaming, inserting, and deleting sheets**
- **Moving, copying, and grouping sheets**
- **Using formulas to link worksheets and workbooks**
- **Locating and maintaining links**

IF, VLOOKUP, and Power Functions

- **Using IF functions and relational operators**
- **Getting approximate table data with the VLOOKUP function**
- **Getting exact table data with the VLOOKUP function**
- **Using the COUNTIF family of functions**

Security and Sharing

- **Unlocking cells and protecting worksheets**
- **Protecting workbooks**
- **Assigning passwords to workbooks**
- **Sharing workbooks**
- **Tracking changes**

Database Design Concerns

- **Understanding design concepts for setting up large lists**
- **Creating appropriate name, address, and time fields**

Tables

- **Using Excel tables for database data**
- **Using the Ribbon Design tab to control table formatting**
- **Expanding tables automatically and adding totals**
- **Working with formulas in tables**

Controlling the Creation of New Data

- **Building and viewing data with the Form tool**
- **Restricting data entries with data validation**
- **Using the data validation tools to check the validity of existing data**

PivotTables

- **Creating PivotTables**
- **Manipulating PivotTable data**
- **Grouping by date and time**
- **Grouping by other factors**
- **Using slicers to clarify and manipulate fields**
- **Using Pivot Charts**

Data Analysis Tools

- **Using Goal Seek**
- **Using Solver**
- **Using Scenario Manager**
- **Using Data Tables**

Introduction to Macros

- **Definition and examples**

- **Creating a simple macro**
- **Running a macro**
- **Conclusion**
- **Next steps**