

Getting to Know Excel

The Ribbon

Identify the terminology and elements of the Ribbon.

The Work Surface

Recognize the main terms used to describe Excel's work canvas.

Navigation

Utilize the keyboard or mouse to select cells and ranges in a spreadsheet.

First File

Create your first Excel file, enter data and create a table.

Formatting

Format cells by selecting fonts and color fills to make information more attractive.

Basic Math

Utilize basic mathematics including multiplication and division in Excel.

Essential Formula Knowledge

Formula Anatomy

Understanding Excel Formula Anatomy

Cell Referencing

Learn about working with absolute and relative cell referencing, and techniques for copying formulas.

Function Anatomy

Use to understand the anatomy of Excel functions, and what their components mean.

Math Functions

Learn basic math functions including SUM, ROUND and SUBTOTAL.

Basic Statistics

Learn basic statistical functions including COUNT, COUNTA, AVERAGE, MAX, MIN, MEDIAN and MODE.

Logic Functions

Learn to build standalone logical IF functions, and make them more complex by nesting AND and OR within them.

Text Functions

Learn to break apart text with the LEFT, RIGHT, MID, FIND and SEARCH functions, and to combine text with the & character.

Understanding Dates

Understand how dates work in Excel using the TODAY, YEAR, MONTH, DAY and DATE functions.

Understanding Time

Understand how time works in Excel, and how to change from whole numbers into time increments and back again.

Intermediate Formula Knowledge

Formula Auditing

Learn to work with formula auditing tools including tracing precedent and dependent cells and formula evaluation.

Conditional Math

Learn to use SUMIF, COUNTIF and SUMPRODUCT to add cells only when certain conditions are met.

External Links

Learn about creating and updating external links, and about the potential dangers of external links in Excel.

Temporal Functions

Learn to work with the EOMONTH and EDATE functions that easily shift dates from one month or year to another.

VLOOKUP with Approximate Match

Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.

VLOOKUP with Exact Match

Learn to use VLOOKUP to find an exact match and return it or the corresponding value from another column.

Other Lookup Methods

Learn to work with INDEX, MATCH and HLOOKUP, as alternatives to the VLOOKUP function.

Optimizing Data

Sorting

Learn to sort data in Excel by a single column or by multiple columns.

Filtering

Learn to filter Excel data for specific words, dates, and apply multiple filters to a single data table.

Contiguous Data

Learn tricks for consolidating your data so it's vertically contiguous (without blank rows) – for Tables, PivotTables and Charts.

Naming Ranges

Learn about creating named ranges, and the benefits of doing so.

Excel Tables

Learn about creating Excel tables, and their advantages.

Recording Macros

Learn to record basic Excel macros to automate your actions (instead of doing them manually).

Data Analysis

Creating PivotTables

Learn to create and modify basic PivotTables (for quickly summarizing and highlighting data).

Formatting PivotTables

Learn to control formatting and other options in PivotTables.

Calculated Fields in PivotTables

Learn to create and modify basic calculated fields for PivotTables.

What-If Analysis

Learn to perform what-if analysis in Excel using the Scenario Manager and Goal-Seek.

Presenting and Reporting

Cell Formatting

Learn to work with the Format Cells dialog to apply text rotation and borders, and to center data across multiple cells.

Outlining

Learn about adding and working with Excel's outlining tools to quickly hide irrelevant sections of your worksheet.

Custom Number Formats

Learn to build your own custom number formats to display dates, values and variances how you want to see them.

Conditional Formats with Built-In Rules

Learn to create top/bottom and highlight cell rules, as well as to apply icon sets and data bars.

Conditional Formats with Custom Rules

Learn to create custom conditional formatting rules based on formulas.

Building Column Charts

Learn how to create an effective column chart by reducing ink and 'noise' that distract from the main messages.

Building Bar Charts

How to create an effective bar chart by reducing ink and noise that distract from the story.

Building Pie Charts

Learn how to build an effective pie chart, and when you should and shouldn't use them.

Building Line Charts

How to create an effective line chart through careful manipulation of chart elements to enhance its story telling ability.

Building Combination Line and Area Charts

When you want to graph 3 line series, but only want 2 in focus most of the time.

Validating and Updating

Data Validation

Learn how to use Data Validation to ensure that users enter valid data in input cells.

Data Validation Lists

Use to restrict users ability to enter invalid data in cells by providing them with a drop down list of valid options.

Preparing to Deploy

Custom Views

Learn how to create and manage Custom Views in a worksheet.

Page Setup Options

Learn about page setup options, fitting print jobs on a page, headers and footers, and other ways to customize print jobs.

Practice Sitings and Questioners