

## Microsoft Excel 2010 - Level 3

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### LESSON 1 - WORKING WITH TABLES

- Using Tables
- Creating a Table from Existing Data
- Changing the Table Name
- Changing the Table Style
- Changing Table Style Options
- Creating a Total Row 1
- Adding Table Rows and Columns
- Inserting/Deleting Table Rows/Columns
- Creating a Calculated Column
- Selecting Parts of a Table
- Moving a Table
- Sorting Data by Multiple Levels
- Using Text Filters
- Using Number Filters
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation

### LESSON 2 - WORKING WITH ADVANCED FILTERS

- Creating a Criteria Range
- Using a Criteria Range
- Showing All Records
- Using Comparison Criteria
- Using an Advanced And Condition
- Using an Advanced Or Condition
- Copying Filtered Records
- Using Database Functions
- Finding Unique Records
- Removing Duplicates from a Table

### LESSON 3 - EXPORTING AND IMPORTING DATA

- Exporting Data to Other Applications
- Importing Data from Access
- Importing Data from Text Files
- Changing External Data Range Properties
- Importing Data from Other Applications
- Removing the Query Definition
- Importing Dynamic Data from the Web
- Copying a Table from a Web Page

### LESSON 4 - WORKING WITH OUTLINES

- Applying an Outline
- Collapsing/Expanding an Outline
- Modifying Outline Settings
- Using Auto Outline
- Clearing an Outline
- Creating Subtotals in a List
- Removing Subtotals from a List

### LESSON 5 - USING ADVANCED CHARTING FEATURES

- Adding and Removing Gridlines
- Formatting Gridlines
- Formatting an Axis
- Changing the Axis Scaling
- Formatting the Data Series
- Adding Data from Different Worksheets
- Using a Secondary Axis
- Changing Data Series Chart Types
- Adding a Trendline
- Creating a Chart Template
- Applying a Chart Template

## **LESSON 6 - USING CONDITIONAL AND CUSTOM FORMATS**

- Applying Conditional Formats
- Changing a Conditional Format
- Adding a Conditional Format
- Creating a Custom Conditional Format
- Using Data Bars
- Deleting a Conditional Format
- Creating a Custom Number Format

## **LESSON 7 - USING TEMPLATES**

- Working with Templates
- Saving a Workbook as a Template
- Using a Template
- Editing a Template
- Inserting a New Worksheet
- Deleting a Template
- Creating Default Templates
- Finding Online Templates

## **LESSON 8 - USING PASTE SPECIAL**

- Working with Paste Special
- Copying Values between Worksheets
- Copying Formulas between Worksheets
- Performing Mathematical Operations

## **LESSON 9 - CUSTOMIZING EXCEL PREFERENCES**

- Setting Edit Options
- Setting Display Options
- Setting Manual Calculation
- Resetting Automatic Calculation
- Setting Popular Options

## **LESSON 10 - USING WORKSHEET PROTECTION**

- Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Unprotecting a Worksheet
- Creating Allow-Editing Ranges
- Deleting Allow-Editing Ranges
- Protecting Workbook Windows
- Unprotecting Workbook Windows
- Assigning a Password
- Opening a Password-protected File
- Removing a Password

## **LESSON 11 - USING MULTIPLE WORKBOOKS**

- Opening Multiple Workbook Windows
- Cascading Open Workbook Windows
- Activating Cascaded Workbook Windows
- Tiling Open Workbook Windows
- Activating Tiled Workbook Windows
- Comparing Workbooks Side by Side
- Copying Data between Workbooks
- Saving a Workspace
- Closing All Open Workbooks
- Opening a Workspace
- Linking Workbooks
- Opening Linked Workbooks

## **LESSON 12 - SHARING WORKBOOKS**

- Using Shared Workbooks
- Saving a Shared Workbook
- Viewing Users Sharing a Workbook
- Viewing Shared Workbook Changes
- Changing the Update Frequency
- Highlighting Changes
- Managing Conflicting Changes
- Resolving Conflicting Changes
- Setting Change History Options
- Adding a History Worksheet
- Reviewing Tracked Changes
- Merging Shared Workbook Files

# Microsoft Excel 2007 - Level 4

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## LESSON 1 - WORKING WITH DATA SERIES

- Using the Series Command
- Creating a Linear Series
- Creating a Date Series
- Using a Stop Value
- Creating a Growth Trend Series

## LESSON 2 - USING ADVANCED FUNCTIONS

- Using Lookup Functions
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the IF Function
- Using Nested IF Functions
- Using the ISERROR Function
- Using an AND Condition with IF
- Using an OR Condition with IF
- Using the ROUND Function
- Limiting the Precision of Numbers

## LESSON 3 - CREATING/REVISING PIVOTTABLES

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Selecting a Report Filter Field Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Adding New Fields to a PivotTable Report
- Moving PivotTable Report Fields
- Using Expand and Collapse Buttons
- Hiding/Unhiding PivotTable Report Items
- Deleting PivotTable Report Fields
- Creating Report Filter Pages
- Formatting a PivotTable Report
- Creating a PivotChart Report

## LESSON 4 - USING SCENARIOS AND GOAL SEEKING

- Using the Scenario Manager
- Creating a Scenario
- Displaying a Scenario
- Editing a Scenario
- Creating a Scenario Summary Report
- Using Goal Seek

## LESSON 5 - USING DATA TABLES

- Working with Data Tables
- Placing Formulas in Data Tables
- Creating a One-Variable Table
- Creating a Two-Variable Table

## LESSON 6 - CONSOLIDATING WORKSHEETS

- Using Consolidated Worksheets
- Consolidating by Category
- Consolidating by Position

## LESSON 7 - SOLVING PROBLEMS

- Using Solver
- Saving a Solution as a Scenario
- Restoring the Original Values
- Changing a Constraint
- Creating a Solver Report
- Viewing Solutions using Scenarios

## LESSON 8 - WORKING WITH VIEWS

- Using Views
- Creating a Normal View
- Creating a Custom View
- Displaying a View
- Deleting a Custom View

## **LESSON 9 - USING AUDITING TOOLS**

- Showing Formulas
- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows
- Using the Trace Error Button
- Tracing Cells Causing Errors
- Using the Evaluate Formula Button
- Using the Error Checking Button
- Using the Watch Window

## **LESSON 10 - USING MACROS**

- Defining Macros
- Changing Macro Security Settings
- Adding a Folder as a Trusted Location
- Opening a Workbook Containing Macros
- Running a Macro
- Using a Shortcut Key
- Displaying the Developer Tab
- Opening the Visual Basic Editor Window
- Using the Visual Basic Editor Window

## **LESSON 11 - RECORDING MACROS**

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Deleting a Macro

## **LESSON 12 - EDITING MACROS**

- Writing a New Macro
- Entering Macro Comments
- Copying Macro Commands
- Editing Macro Commands
- Typing Macro Commands
- Running a Macro from the Code Window

## **LESSON 13 - CREATING MACRO BUTTONS**

- Using a Macro Button
- Creating a Macro Button
- Copying a Macro Button
- Formatting a Macro Button
- Moving/Sizing a Macro Button
- Deleting a Macro Button
- Adding a Macro to the Quick Access Toolbar
- Changing a QAT Macro Button Image
- Deleting a Macro Button from the QAT