

Module 3 | Excel | 30 Hours

1. 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
- Saving a Workbook & Re-opening a saved workbook

2. 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
- Merging Cells, Rotating Text
- Using Auto Fill

3. 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

4. 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

Working with the Forms Menu

- Sorting, Subtotaling & Filtering Data
- Copy & Paste Filtered Records
- Using Data Validation

5. Formulas

- Creating a basic Formula
- Cell Referencing
- Calculating Value Totals with AutoSum
- Editing & Copying Formulas
- Fixing Errors in Your Formulas
- Formulas with Several Operators and Cell Ranges
- Conditional Formatting

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6. 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

Using Fill Effects

7. 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

Automating Tasks with Macros

Recording a Macro

Playing a Macro and Assigning a Macro a Shortcut Key

