

## Class 1

### Various Parts of the XL Window:

#### Ribbon:

- \* Tabs
- \* Minimize the Ribbon
- \* Customize the Ribbon

#### Range:

- \* Cell, Row, Column
- \* Range Examples
- \* Fill a Range
- \* Move a Range
- \* Copy/Paste a Range
- \* Insert Row/Column
- \* Hide Row/Column
- \* Custom Lists
- \* Comments
- \* Name Manager

### Some Other Relevant

#### Tools:

- \* New Line in a Cell
- \* Quick Access Toolbar
- \* Merge Cell
- \* Wrap Text
- \* Text Alignment
- \* Format Painter
- \* Hide Gridlines
- \* Freeze Panes

#### Workbook:

- \* Open an Existing Workbook
- \* Close a Workbook
- \* View Multiple Workbooks
- \* Workspace

## Class 2

### Worksheets:

- \* Select a Worksheet
- \* Rename a Worksheet
- \* Insert a Worksheet
- \* Move a Worksheet
- \* Delete a Worksheet
- \* Zoom
- \* Split
- \* Freeze Panes
- \* View Multiple Worksheets
- \* Spelling

### Find & Select:

- \* Find
- \* Replace
- \* Go To Special
- \* Copy Visible Cells Only

## Class 3

### Paste Special:

- \* Skip Blanks
- \* Transpose
- \* Add or Subtract

### Paste to .doc:

- \* Embed
- \* Paste Link

### Page Setup:

- \* Header & Footer
- \* Page Number
- \* Date & Time
- \* Page Margins
- \* Page Breaks

### Proficient Level

#### Format Cell:

- \* Numbers to Text
- \* Leading Zeros
- \* Add Text

#### Cell References:

- \* Relative Reference
- \* Absolute Reference
- \* Hyperlink
- \* Linking Data

### Import Data from Other Source:

- \* From Web
- \* From Text File

## Class 4

### Print:

- \* Print a Worksheet
- \* Print Multiple Copies
- \* Center on Page
- \* Repeat Specific Row

### Protect File:

- \* Password to Open
- \* Password to Modify
- \* Mark as Final

### Sort:

- \* One Column
- \* Multiple Columns
- \* Sort by Color

### Data Filter:

- \* Filtering
- \* Number and Text Filters
- \* Date Filters
- \* Advanced Filter
- \* Remove Duplicates
- \* Subtotal

### Conditional Formatting:

- \* Highlight Cells Rules
- \* Top/Bottom Rules
- \* Data Bars
- \* Color Scales
- \* Icon Sets
- \* Find Duplicates

## Class 5

### Professional Level:

#### Redistricted Data Entry:

- \* Create Data Validation Rule
- \* Input Message
- \* Error Alert
- \* Prevent Duplicate Entries
- \* Drop-Down List
- \* Dependent Drop-Down List

#### Tables:

- \* About an Excel Table
- \* Benefits of Excel Table
- \* Preparing Data
- \* Creating an Excel Table
- \* Choosing Formatting Style
- \* Sort & Filter Data
- \* Show/Hide Total Row
- \* Insert Slicer

#### Charts & Graphs:

- \* About Charts
  - \* Benefits of Charts
  - \* Sort Data Before Charting
- Chart
- \* Creating a Chart
  - \* Change Chart Type
  - \* Switch Row/Column
  - \* Chart Title
  - \* Legend Position
  - \* Data Labels
  - \* Display/Hide Gridlines
  - \* Remove Noise
  - \* Column Chart
  - \* Bar Chart
  - \* Line Chart
  - \* Pie Chart
  - \* Area Chart
  - \* Combination Chart
  - \* Sparklines

## Class 6

### Pivot Table & Chart:

- \* Pivot Table
- \* Pivot Chart

### Date & Time:

- \* Year, Month, Day
- \* Date Function
- \* Current Date & Time
- \* Hour, Min, Sec
- \* Time Function
- \* DateDif
- \* Weekdays
- \* Last Day of the Month
- \* Day of the Year

### Count and Sum

#### Functions:

- \* Count
  - \* Countif
  - \* Countifs
  - \* Sum
  - \* Sumif
  - \* Sumifs
  - \* Count Logical Values
  - \* Count Blank/Nonblank
- Cells

#### Text Functions:

- \* Join Strings
- \* Partial Strings ( Left , Right , Mid )
- \* Text to Columns
- \* Lower/Upper Case

## Class 7

### Lookup Functions:

- \* VLookup
- \* HLookup
- \* Match
- \* Index
- \* Choose

### Round Functions:

- \* Round
- \* Round Up
- \* Round Down
- \* MRound
- \* Even & Odd

### Logical Functions:

- \* IF Function
- \* AND Function
- \* OR Function

## Class 8

### Data Analysis:

- \* Goal Seek
- \* Data Consolidate

### Macro:

- \* Turn on Developer Tab
- \* Command Button
- \* Assign a Macro
- \* Record a Macro

### Mail Merge

- \* Why Mail Merge
- \* Mail Merge Process
- \* Final Mail Merge