

TECH VISION

Microsoft Excel Training

The 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
- Getting Help from the Office Assistant
- Saving a Workbook & Re-opening a saved workbook

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
- Using AutoFormat
- Merging Cells, Rotating Text, and using AutoFit
- Using AutoFill

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

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

TECH VISION

Checking Your Spelling
Finding and Replacing Information
Inserting Cell Comments

Formulas

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

Working with the Forms Menu

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

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
Annotating a Chart
Working with 3-D Charts
Selecting and Saving a Custom Chart
Using Fill Effects
Mapping Data
Modifying a Map

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
Adding a Macro to a Toolbar