

Microsoft Excel Curriculum

Day One – Excel Basic

- Getting To Know Excel
 - Introducing Excel
 - Working with an Existing Data List
 - Zeroing In on Data in a List
 - Creating a Workbook
 - Checking and Correcting Data
- Setting Up a Workbook
 - Making Workbooks Easier to Work With
 - Making Data Easier to Read
 - Adding a Graphic to a Document
- Performing Calculations on Data
 - Naming Groups of Data
 - Creating Formulas to Calculate Values
 - Finding and Correcting Errors in Calculations
- Changing Document Appearance
 - Changing the Appearance of Data
 - Applying an Existing Format to Data
 - Making Numbers Easier to Read
 - Changing Data's Appearance Based on Its Value
 - Making Printout Easier to Follow
 - Positioning Data on a Printout
- Focusing on Specific Data Using Filters
 - Limiting the Data That Appears on the Screen
 - Performing Calculations on Filtered Data
 - Defining a Valid Set of Values for a Rang of Cells

Day Two – Excel Intermediate

- Combining Data form Multiple Sources
 - Using a Data List as a Template for Other Lists
 - Working the More Than One Set of Data
 - Linking to Data in Other Workbooks
 - Summarizing Multiple Sets of Data
 - Grouping Multiple Data Lists
- Reordering and Summarizing Data
 - Sorting a Data List
 - Organizing Data into Levels
- Analyzing Alternative Data Sets
 - Defining and Editing Alternative Data Sets
 - Defining Multiple Alternative Data Sets
 - Varying Your Data to Get a Desired Result

Day Two – Excel Intermediate - Continued

- Creating Dynamic Lists with PivotTables
 - Creating Dynamic Lists with PivotTables
 - Editing PivotTables
 - Creating PivotTables from External Data
- Creating Charts
 - Creating a Chart
 - Customizing Chart Labels and Numbers
 - Finding Trends in Your Data
 - Creating a Dynamic Chart Using Pivot Charts
- Printing
 - Printing Data Lists
 - Printing Part of a Data List
 - Printing a Chart

Day Three – Excel Advanced

- Automating Repetitive Tasks with Macros
 - Introducing Macros
 - Creating and Modifying Macros
 - Creating a Toolbar to Hold Macros
 - Creating a Menu to Hold Macros
 - Running a Macro When a Workbook is Opened
- Working with Other Microsoft Office Programs
 - Including an Office Document in an Excel Worksheet
 - Storing an Excel Document as Part of Another Office Document
 - Creating a Hyperlink
 - Pasting a Chart into Another Document
- Working with Database Data
 - Looking Up Information in a Data List
 - Retrieving Data from a Database
- Publishing Information on the Web
 - Saving a Workbook for the Web
 - Publishing Worksheets on the Web
 - Publishing a PivotTable on the Web
 - Retrieving Data from the Web
 - Acquiring Web Data with Smart Tags
 - Working with Structured Data
- Collaborating with Colleagues
 - Sharing a Data List
 - Managing Comments
 - Tracking and Managing Colleagues Changes
 - Identifying Which Revisions to Keep
 - Protecting Workbooks and Worksheets