

Excel: Level 1

Course Description

This course will give you the skills to create, edit, format, and print basic worksheets and charts in Excel.

Course Content

Lesson 1: Getting Started

Topic 1A: Identify What You Can Do with Excel
Topic 1B: Enter Data in a Worksheet
Topic 1C: Edit Data
Topic 1D: Change the Appearance of Data
Topic 1E: Save a Workbook
Topic 1F: Obtain Help

Lesson 2: Editing Your Worksheet

Topic 2A: Moving Data to Other Cells
Topic 2B: Copy Data to Other Cells
Topic 2C: Fill Cells with a Series of Data
Topic 2D: Insert and Delete Rows and Columns
Topic 2E: Undo and Redo an Entry
Topic 2F: Find and Replace Numbers
Topic 2G: Enter Data in a Range
Topic 2H: Verify Data in a Range

Lesson 3: Performing Calculations

Topic 3A: Sum a Range of Data
Topic 3B: Use a Built-in Function
Topic 3C: Copy a Formula
Topic 3D: Create an Absolute Reference

Lesson 4: Formatting

Topic 4A: Specify Number Formats
Topic 4B: Create a Custom Number Format
Topic 4C: Change Font Size and Type
Topic 4D: Apply Styles

Topic 4E: Add Borders and Color to Cells

Topic 4F: Find and Replace Formats

Topic 4G: Change Column Width and Row Height

Topic 4H: Align Cell Contents

Topic 4I: Merge and Center Cells

Topic 4J: Apply an AutoFormat

Lesson 5: Working with Multiple Worksheets

Topic 5A: Format Worksheet Tabs

Topic 5B: Reposition Worksheets in a Workbook

Topic 5C: Copy Worksheets

Topic 5D: Change the Number of Worksheets

Lesson 6: Creating and Modifying Charts

Topic 6A: Create a Chart

Topic 6B: Modify Chart Items

Topic 6C: Format a Chart

Topic 6D: Change the Chart Type

Lesson 7: Page Display & Printing Options

Topic 7A: Freeze Rows and Columns

Topic 7B: Set Print Title

Topic 7C: Set Page Margins

Topic 7D: Create a Header and Footer

Topic 7E: Change Page Orientation

Topic 7F: Insert and Remove Page Breaks

Topic 7G: Print a Range

Excel: Level 2

Course Description

This course will expand upon the skills you learned in the Excel Level 1 course and give you an opportunity to work with some more advanced features of Excel, including templates; sorting and filtering; importing and exporting; advanced formulas; analysis tools; and collaboration.

Course Content

Lesson 1: Working with Templates

Topic 1A: Create a Workbook from a Template
Topic 1B: Create a Template
Topic 1C: Create a Graphic
Topic 1D: Create a Workbook from a Template

Lesson 2: Sorting and Filtering Data

Topic 2A: Sort Data
Topic 2B: Add Subtotals to a Worksheet
Topic 2C: Filter Lists
Topic 2D: Create and Apply Custom Filters

Lesson 3: Importing and Exporting Data

Topic 3A: Import Data from the Web
Topic 3B: Import Data from an External Source
Topic 3C: Export Data
Topic 3D: Save a Worksheet as a Web Page
Topic 3E: Publish a Worksheet to the Web

Lesson 4: Working with Advanced Formulas

Topic 4A: Share Data Among Worksheets
Topic 4B: Create a Name for a Range of Cells
Topic 4C: Create Advanced Formulas
Topic 4D: Trace Cell Precedents
Topic 4E: Trace Cell Dependents
Topic 4F: Locate Errors in Formulas

Lesson 5: Analyzing Data

Topic 5A: Create a PivotTable Report
Topic 5B: Create a PivotChart Report
Topic 5C: Create Scenarios
Topic 5D: Use Solver
Topic 5E: Use Goal Seek

Lesson 6: Collaborating

Topic 6A: Insert and Edit a Hyperlink
Topic 6B: Add and Edit Comments
Topic 6C: Create Discussion Comments
Topic 6D: Respond to Discussion Comments

Excel: Level 3

Course Description

You will customize your workbook, work with multiple data sources, and collaborate with others using shared workbooks. You will also enhance your worksheets using charts and graphic objects.

Course Content

Lesson 1: Customizing your Workbook

Topic 1A: Apply Conditional Formatting
Topic 1B: Add Data Validation Criteria
Topic 1C: Customize Menus
Topic 1D: Customize Toolbars
Topic 1E: Create a Macro
Topic 1F: Edit a Macro
Topic 1G: Group & Outline Structured Data

Lesson 2: Multiple Data Sources

Topic 2A: Create a Workspace
Topic 2B: Consolidate Data
Topic 2C: Link Cells - Different Workbooks
Topic 2D: Edit Links
Topic 2E: Export Excel Data as XML
Topic 2F: Import XML Data into Excel
Topic 2G: Create a Web Query

Lesson 3: Others Using Workbooks

Topic 3A: Protect your Worksheets
Topic 3B: Protect Your Workbook
Topic 3C: Share Your Workbook
Topic 3D: Set Revision Tracking
Topic 3E: Merge Workbooks
Topic 3F: Track Changes

Lesson 4: Using Charts

Topic 4A: Chart Non-adjacent Data
Topic 4B: Modify Chart Items
Topic 4C: Create a Trend line

Lesson 5: Using Graphic Objects

Topic 5A: Create Graphic Objects
Topic 5B: Resize, Move, & Copy Graphics
Topic 5C: Change the Order of Graphic Objects
Topic 5D: Group Graphic Objects
Topic 5E: Format Graphic Objects
Topic 5F: Insert Clip Art
Topic 5G: Modify Clip Art