

EXCEL LEVEL 3

Tables, Outlines and Charts

Synopsis:

This module explores tables, advanced filters and outlines, how to export and import data, and how to make use of Excel's advanced charting features.

Prerequisites:

An understanding of Windows, Excel Introduction, Excel Intermediate

Objectives:

- Working with Tables
- Working with Advanced Filters
- Exporting and Importing Data
- Working with Outlines
- Using Advanced Charting Features

This module includes:

Working with Tables

- Using Tables
- Creating a Table from Existing Data
- Changing the Table Name
- Changing the Table Style
- Changing Table Style Options
- Creating a Total Row
- Adding Table Rows and Columns
- Inserting/Deleting Table Rows/Columns
- Creating a Calculated Column
- Selecting parts of a table
- Moving a Table
- Sorting Data by Multiple Levels
- Using Text Filters
- Using Number Filters
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation

Working with Advanced Filters

- Creating a Criteria Range
- Using a Criteria Range
- Showing All Records
- Using Comparison Criteria
- Using an Advanced 'And' Condition
- Using an Advanced 'Or' Condition
- Copying Filtered Data
- Using Database Functions
- Finding Unique Records
- Removing Duplicates from a Table

Exporting and Importing Data

- Exporting Data to Other Applications
- Importing Data from Access
- Importing Data from Text Files
- Changing External Data Range Properties
- Importing Data from Other Applications
- Removing the Query Definition
- Importing Dynamic Data from the Web
- Copying a Table from a Web Page

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Working with Outlines

- Applying an Outline
- Collapsing/Expanding an Outline
- Modifying Outline Settings
- Using Auto Outline
- Clearing an Outline
- Creating Subtotals in a List
- Removing Subtotals from a List

Advanced Charting

- Adding and Removing Gridlines
 - Formatting Gridlines
 - Formatting an Axis
 - Changing the Axis Scaling
 - Formatting the Data Series
 - Adding Data from Different Worksheets
 - Using a Secondary Axis
 - Changing Data Series Chart Types
 - Adding a Trendline
 - Creating a Chart Template
 - Applying a Chart Template
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Organization Tools

Synopsis:

This module covers the application of templates and conditional and custom formats, the use of Paste Special, how to customize preferences and to share workbooks. It also addresses worksheet protection and the handling of multiple workbooks.

Prerequisites:

An understanding of Windows, Excel Introduction, Excel Intermediate

Objectives:

- Using Conditional and Custom Formats
- Using Templates
- Using Paste Special
- Customizing Excel Preferences
- Using Worksheet Protection
- Using Multiple Workbooks
- Sharing Workbooks

This module includes:

Using Conditional and Custom Formats

- Applying Conditional Formats
- Changing a Conditional Format
- Adding a Conditional Format
- Creating a Custom Conditional Format
- Using Data Bars
- Deleting a Conditional Format
- Creating a Custom Number Format

Using Templates

- Working with Templates
- Saving a Workbook as a Template
- Using a Template
- Editing a Template
- Inserting a New Worksheet
- Deleting a Template
- Creating Default Templates
- Finding Online Templates

Using Paste Special

- Working with Paste Special
- Copying Values between Worksheets
- Copying Formulas between Worksheets
- Performing Mathematical Operations

Customizing Excel Preferences

- Setting Edit Options
- Setting Display Options
- Setting Manual Calculation
- Resetting Automatic Calculation
- Setting Popular Options

Using Worksheet Protection

- Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Unprotecting a Worksheet
- Creating Allow-Editing Ranges
- Deleting Allow-Editing Ranges
- Protecting Workbook Windows
- Unprotecting Workbook Windows
- Assigning a Password
- Opening a Password-protected File
- Removing a Password

Organization Tools

Using Multiple Workbooks

- Opening Multiple Workbook Windows
- Cascading Open Workbook Windows
- Activating Cascaded Workbook Windows
- Tiling Open Workbook Windows
- Activating Tiled Workbook Windows
- Comparing Workbooks Side by Side
- Copying Data between Workbooks
- Saving a Workspace
- Closing All Open Workbooks
- Opening a Workspace
- Linking Workbooks
- Opening Linked Workbooks

Sharing Workbooks

- Using Shared Workbooks
- Saving a Shared Workbook
- Viewing Users Sharing a Workbook
- Viewing Shared Workbook Changes
- Changing the Update Frequency
- Highlighting Changes
- Managing Conflicting Changes
- Resolving Conflicting Changes
- Setting Change History Options
- Adding a History Worksheet
- Reviewing Tracked Changes
- Merging Shared Workbook Files
