

Course Name: Excel in a Day

Duration: 8 hours

TOC:

Chapter 1: Introduction to Microsoft
Chapter 2: Cell References and Range
Chapter 3: Working with Formulas and Functions
Chapter 4: Data Validation
Chapter 5: Protection
Chapter 6: Sorting a Database
Chapter 7: Filtering a Database
Chapter 8: Subtotals
Chapter 9: Pivot Tables
Chapter 10: Conditional formatting
Chapter 11: What-if-Analysis Tools
Chapter 12: Working with multiple worksheets, workbooks and applications
Chapter 13: Working with Charts
Chapter 14: Macros