

8-9 modules to be covered in 1 day(8 Hours)

Module 1: Using some basic functions and different types of cell references in Microsoft Excel

- Math Operators and the Order of Operations
- Entering Formulas
- Basic Functions- AutoSum, Average, Max, Min, Count
- Text Functions- Proper, Lower, Upper, Concat
- Using Fill Handle
- Relative, Absolute, and Mixed Cell References

Module 2: The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Workbook
- Open a Workbook
- New Workbooks and Excel Templates
- Select, Open and Save a Template Agenda
- Printing Worksheets
- Print a Worksheet
- Adding Your Name to Microsoft Excel
- Adding a Theme to Microsoft Excel

Module 3: Working with formulas

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the LOOKUP, HLOOKUP, VLOOKUP Function
- Using the CONCAT function
- Using the PROPER, UPPER, and LOWER Functions
- Using the LEFT and RIGHT Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

Module 4: Working with List

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

Module 5: Working with Illustrations

- Working with Clip Art
- Using Shapes
- Adding Shapes
- Working with Icons
- Working with SmartArt
- Using Office Ink

Module 6: Visualizing Your Data

- Inserting Charts
- Using the Chart Recommendation Feature
- Editing Charts
- Using Chart Tools
- Using the Quick Analysis Tool
- Add and Format Objects
- Create a Custom Chart Template

Module 7: Working with Tables

- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles
- Creating and Modifying a Table in Excel

Module 8: Advanced Formatting

- Applying Conditional Formatting
- Using Conditional Formatting
- Working with Styles

- Creating and Modifying Templates

Module 9: Using Pivot Tables

- More PivotTable Functionality
 - Inserting Slicers
 - Multi-Select Option in Slicers
 - PivotTable Enhancements
 - Working with Pivot Tables
 - Inserting Pivot Charts
 - More Pivot Table Functionality
 - Working with Pivot Tables
-

Additional Topics -

Module 10: Auditing Worksheets

- Tracing Precedents
- Tracing Dependents
- Showing Formulas

Module 11: Data Tools

- Linking to External Data
- Controlling Calculation Options
- Data Validation
- Using Data Validation
- Consolidating Data
- Goal Seek

- Using Goal Seek

Module 12: Working with Others

- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Marking a Workbook as Final

Module 13: Recording and Using Macros

- Recording Macros
- Recording a Macro
- Running Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar
- Adding a Macro to the Quick Access Toolbar

Module 14: Random Useful Items

- Sparklines
- Inserting and Customizing Sparklines
- Using Microsoft Translator
- Preparing a Workbook for Internationalization and Accessibility
- Importing and Exporting Files
- Importing Text Files
- Copying Data from Excel to Word
- Copying Charts from Excel to Word

Module 15: Cloud

- Using the Cloud.