



Microsoft Excel Training Level 3

**Tuesday, June 22 and Wednesday, June 23
8am until 12pm**

Lesson 1 - Importing & Exporting Data

- 1.1 Importing External Data into Excel
- 1.2 Importing Text Data into Excel
- 1.3 Converting Text to Columns
- 1.4 Removing Duplicate Rows Of Data
- 1.5 Importing Data from a Database
- 1.6 Linking to Another File
- 1.7 Linking & Embedding Objects
- 1.8 Exporting Data from Excel
- 1.9 Publishing Worksheets & Workbooks to The Web
- 1.10 Creating Web Queries

Lesson 2 - Formatting Numbers

- 2.1 Creating Custom Number Formats
- 2.2 Using Conditional Formatting
- 2.3 Applying Conditional Formatting Based On Top/Bottom Rules
- 2.4 Applying Specialized Conditional Formatting
- 2.5 Creating Your Own Formatting Rules
- 2.6 Managing Conditional Formatting
- 2.7 Clearing Conditional Formatting

Lesson 3 - Working With Ranges

- 3.1 Naming a Range
- 3.2 Using a Named Range
- 3.3 Managing Range Names
- 3.4 Using The Vlookup Function

Lesson 4 - Working With Macros

- 4.1 Creating a Macro
- 4.2 Running a Macro
- 4.3 Editing a Macro
- 4.4 Saving a Workbook With Macros
- 4.5 Opening a Workbook With Macros
- 4.6 Adding a Macro to The Quick Access Toolbar

Lesson 5 - Data Analysis Tools

- 5.1 Tracing Formula Precedents
- 5.2 Tracing Cell Dependents
- 5.3 Tracing and Fixing Errors
- 5.4 Error Checking a Worksheet
- 5.5 Creating a PivotTable
- 5.6 Rearranging a PivotTable
- 5.7 Setting PivotTable Options
- 5.8 Formatting a PivotTable
- 5.9 Filtering PivotTable Data with Slicers
- 5.10 Filtering PivotTable Data Inline
- 5.11 Creating Custom Filters
- 5.12 Filtering PivotTable Data Using Timeline
- 5.13 Creating a PivotChart

Lesson 6 - Summarizing Data

- 6.1 Adding Subtotals to a List
 - 6.2 Nesting Subtotals
 - 6.3 Applying Advanced Filters
 - 6.4 Adding Group and Outline Criteria to Ranges
 - 6.5 Using Data Validation
 - 6.6 Previewing Data Using Quick Analysis
- Lesson 6 Quiz
Lab 6 – On Your Own

Lesson 7 - Analyzing Your Data

- 7.1 Using Goal Seek
- 7.2 Using Solver
- 7.3 Creating & Displaying Scenarios
- 7.4 Using Data Tables
- 7.5 Forecasting Future Values

Lesson 8 - Workgroup Collaboration

- 8.1 Locking/Unlocking Cells In a Worksheet
- 8.2 Protecting a Worksheet
- 8.3 Showing Or Hiding Formulas
- 8.4 Protecting a Workbook
- 8.5 Encrypting a Workbook
- 8.6 Marking a Workbook As Final
- 8.7 Inspecting Workbooks
- 8.8 Checking Document Compatibility
- 8.9 Checking Document Accessibility
- 8.9 Sharing & Co-Authoring an Excel Workbook