

Excel X Level 2 Outline

COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN EXCEL X?

LESSON 1 – WORKING WITH LISTS

- 1.1 CREATING A DATA FORM
- 1.2 ADDING RECORDS USING A DATA FORM
- 1.3 FINDING RECORDS USING A DATA FORM
- 1.4 DELETING RECORDS USING A DATA FORM
- 1.5 SORTING RECORDS IN A LIST
- 1.6 USING AUTOFILTER IN A LIST

LAB 1 – ON YOUR OWN

LESSON 2 – WORKING WITH CHARTS

- 2.1 CREATING A CHART WITH THE CHART WIZARD
- 2.2 MOVING A CHART
- 2.3 RESIZING A CHART
- 2.4 CHANGING A CHART TYPE
- 2.5 EDITING CHART TEXT
- 2.6 MODIFYING CHART OPTIONS
- 2.7 FORMATTING CATEGORY AND VALUE AXIS DATA
- 2.8 FORMATTING A DATA SERIES
- 2.9 CHANGING A CHART'S SOURCE DATA

LAB 2 – ON YOUR OWN

LESSON 3 – WORKING WITH GRAPHICS

- 3.1 USING THE DRAWING TOOLBAR
- 3.2 FORMATTING OBJECTS
- 3.3 INSERTING WORDART
- 3.4 INSERTING AN ORGANIZATION CHART
- 3.5 MODIFYING AN ORGANIZATION CHART

LAB 3 – ON YOUR OWN

LESSON 4 – WORKGROUP COLLABORATION

- 4.1 WEB PAGE PREVIEW
- 4.2 CONVERTING WORKSHEETS INTO WEB PAGES
- 4.2 INSERTING HYPERLINKS
- 4.3 VIEWING AND EDITING COMMENTS

LAB 4 – ON YOUR OWN

LESSON 5 – FINANCIAL & LOGICAL FUNCTIONS

- 5.1 USING THE IF FUNCTION
 - 5.2 USING NESTED FUNCTIONS
 - 5.3 USING THE PMT FUNCTION
 - 5.4 USING THE FV FUNCTION
 - 5.5 USING AUTOCALCULATE
- LAB 5 – ON YOUR OWN

LESSON 6 – DATE AND TIME FUNCTIONS

- 6.1 UNDERSTANDING DATE/TIME FUNCTIONS
 - 6.2 ADDING A DATE AND A DATE INTERVAL
 - 6.3 SUBTRACTING DATES
 - 6.4 CALCULATING TIME INTERVALS
- LAB 6 – ON YOUR OWN

LESSON 7 – MANAGING WORKBOOKS

- 7.1 CREATING A WORKBOOK USING A TEMPLATE
 - 7.2 CREATING A NEW TEMPLATE
 - 7.3 EDITING A TEMPLATE
 - 7.4 CREATING A WORKSPACE
 - 7.5 SAVING A WORKBOOK IN A DIFFERENT FILE FORMAT
 - 7.6 USING DATA CONSOLIDATION
- LAB 7 – ON YOUR OWN

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