

Excel X Level 3 Outline

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

LESSON 1 - IMPORTING AND EXPORTING DATA

- 1.1 IMPORTING EXTERNAL DATA INTO EXCEL
 - 1.2 IMPORTING TEXT DATA INTO EXCEL
 - 1.3 IMPORTING DATA FROM A DATABASE
 - 1.4 EXPORTING DATA FROM EXCEL
 - 1.5 PUBLISHING WORKSHEETS & WORKBOOKS TO THE WEB
- LAB 1 – ON YOUR OWN

LESSON 2 - FORMATTING NUMBERS

- 2.1 CREATING CUSTOM NUMBER FORMATS
 - 2.2 USING CONDITIONAL FORMATTING
 - 2.3 REMOVING CONDITIONAL FORMATTING
- LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH RANGES

- 3.1 NAMING A RANGE
 - 3.2 USING A NAMED RANGE
 - 3.3 DELETING A NAMED RANGE
 - 3.4 USING THE VLOOKUP FUNCTION
- LAB 3 – ON YOUR OWN

LESSON 4 - CUSTOMIZING EXCEL

- 4.1 CREATING A MACRO
 - 4.2 RUNNING A MACRO
 - 4.3 EDITING A MACRO
 - 4.4 ADDING A MENU TO THE MENU BAR
 - 4.5 ADDING COMMANDS TO A MENU
 - 4.6 ADDING BUTTONS TO A TOOLBAR
- LAB 4 – ON YOUR OWN

LESSON 5 - DATA ANALYSIS TOOLS

- 5.1 TRACING FORMULA PRECEDENTS
- 5.2 TRACING CELL DEPENDENTS
- 5.3 TRACING AND FIXING ERRORS
- 5.4 CREATING A PIVOTTABLE
- 5.5 REARRANGING A PIVOTTABLE
- 5.6 AUTOFORMATTING A PIVOTTABLE

5.7 FILTERING PIVOTTABLE DATA
LAB 5 – ON YOUR OWN

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

LAB 6 – ON YOUR OWN

LESSON 7 - WHAT-IF DATA ANALYSIS

7.1 USING GOAL SEEK
7.2 USING SOLVER
7.3 CREATING & DISPLAYING SCENARIOS

LAB 7– ON YOUR OWN

LESSON 8 - WORKGROUP COLLABORATION

8.1 LOCKING/UNLOCKING CELLS IN A WORKSHEET
8.2 PROTECTING A WORKSHEET
8.3 PROTECTING A WORKBOOK
8.4 CREATING A SHARED WORKBOOK
8.5 TRACKING CHANGES TO A WORKBOOK
8.6 ACCEPTING AND REJECTING CHANGES TO A WORKBOOK
8.7 PASSWORD PROTECTING A WORKBOOK

LAB 8 – ON YOUR OWN

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