

Use the fill handle to copy cell contents
Apply cell styles
Format cells in worksheets
Create charts
Preview and print worksheets
Use the AutoCalculate feature
Correct errors in worksheet

2. Apply Formulas, Functions, and Formatting in a Worksheet

Learning Objectives

Use flash fill
Enter formulas using the keyboard and point mode
Apply the MAX, MIN, and AVERAGE functions
Verify formulas using the Range Finder
Apply themes to workbooks
Apply date formats to cells or ranges
Add conditional formatting
Format columns and rows
Use spellcheck on worksheets
Change margins and headers in page layout view

3. Work with Large Worksheets, Create Charts, and Use What-If Analysis

Learning Objectives

Rotate text in cells
Copy, paste, insert, and delete cells
Enter and format numbers and system dates
Use absolute and mixed cell references in formulas
Use the IF function to perform logical tests
Create and format sparkline charts
Change sparkline chart types and styles
Create charts on separate chart sheets
Use chart filters to display subsets of data in charts
Change chart types and styles
Freeze and unfreeze rows and columns
Answer what-if questions
Goal seek to answer what-if questions
Use the Smart Lookup Insight
Understand accessibility feature

4. Use and Create Financial Functions and Data Tables

Learning Objectives

Assign names to cells
Determine monthly payments of loans using the financial function PMT
Use the financial functions PV (present value) and FV (future value)
Create data tables to analyze data in worksheets
Create amortization schedules
Create and format outlines and borders
Add pointers to data tables
Analyze worksheet data
Protect and unprotect cells in worksheets
Hide and unhide worksheets and workbooks
Use the formula checking features of Excel

5. Work with Multiple Worksheets and Workbooks

Learning Objectives

Format consolidated worksheets
Fill using a linear series
Use date, time, and rounding functions
Apply custom format codes

Find and replace data

- Copy and paste data between workbooks
- Copy worksheets
- Copy and paste data between workbooks
- Drill to add data to multiple worksheets at the same time
- Select and deselect sheet combinations
- Enter formulas that use 3-D cell references
- Format 3-D pie charts
- Save individual worksheets as separate workbook files
- View and hide multiple workbooks
- Consolidate data by linking separate workbooks

6. Create, Sort, and Query a Table

Learning Objectives

- Create and manipulate a table
- Delete duplicate records
- Add calculated columns to a table with structured references
- Use the VLOOKUP function to look up a value in a table
- Use icon sets with conditional formatting
- Insert a total row
- Sort a table based on one field or multiple fields
- Sort, query, and search a table using AutoFilter
- Remove filters
- Create criteria and extract ranges
- Apply database and statistical functions
- Use the MATCH and INDEX functions to look up a value in a table
- Display automatic subtotals
- Use outline features to group, hide, and unhide data
- Create a treemap chart

7. Create Templates, Import Data, Work with SmartArt, Images, and Screenshots

Learning Objectives

- Create and use a template
- Import data from a text file, an Access database, a webpage, and a Word document
- Transpose data while pasting it
- Convert text to columns
- Replicate formulas
- Use the Quick Analysis tool
- Find and replace data
- Insert and modify SmartArt graphics
- Apply text effects
- Insert hyperlinked screenshots

8. Create and PivotTables, PivotCharts, Slicers, and Trendlines

Learning Objectives

- Analyze worksheet data using trendlines
- Create PivotTable reports
- Apply filters to PivotTable reports
- Create PivotChart reports
- Apply filters to PivotChart reports

10. Use Formula Auditing, Data Validation, and Complex Problem Solving Processes

Learning Objectives

- Use formula auditing techniques to analyze worksheets
- Trace precedents and dependents
- Use error checking to identify and correct errors
- Add data validation rules to cells
- Enable the Solver add-in
- Use goal seeking to solve problems
- Circle invalid data on worksheets
- Use Solver to solve complex problems
- Use the Scenario Manager to record and save sets of what-if assumptions
- Create Scenario Summary reports
- Create Scenario PivotTable reports

11. Perform Data Analysis with Power Tools

Learning Objectives

- Activate Excel's power tools
- Customize the ribbon and enable data analysis
- Use the Get & Transform data commands
- Create queries using Query Editor
- Build PivotTables using Power Pivot
- Explain data modeling
- Create measures
- View cube functions
- Use Power View
- Create tiles in a Power View report
- Use 3D Maps
- Explain Power BI
- Create hyperlinks

12. Create and Execute Macros

Learning Objectives

- Use the macro recorder to create macros
- Edit macros
- Execute macros

13. Use Visual Basic Applications (VBA), User Interfaces, and Collaboration Features in Excel

Learning Objectives

- Add and configure worksheet form controls such as command buttons, option buttons, and check boxes
- Record user input to another location on worksheets
- Input Visual Basic for Applications (VBA) code and explain event-driven programs
- Explain sharing and collaboration techniques
- Use passwords to assign protected and unprotected status to a worksheet
- Compare and merge workbooks
- Use digital signatures on a workbooks
- Insert, edit, delete, and review comments in workbooks
- Manage tracked changes in shared workbooks
- Format worksheet backgrounds
- Enhance charts and sparklines
- Save custom views of a worksheet