

BRIEF DESCRIPTION

This class will cover intermediate application skills, quickly teaching students the more advanced skills they need to complete more complicated tasks.

PREREQUISITES:

Understanding of the Windows operating environment, keyboard ability, and Excel Brief or Excel Basic.

INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

CLASS OBJECTIVES:

By the end of this class, you will be able to:

- Manage Workbooks and Prepare them for the Web
 - Automate Worksheet Tasks
 - Using List
 - Analyzing List Data
 - Enhancing Charts & Worksheets
 - Sharing Excel Files & Incorporating Web Information
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CLASS OUTLINE

Managing Workbooks and Preparing for Web:

Freezing Columns and Rows
Inserting and Deleting Worksheets
Consolidating Data with 3-D References
Hiding and Protecting Worksheet Areas
Creating Hyperlinks Between Excel Files
Saving an Excel File as a Web Page

Automating Worksheet Tasks:

Planning a Macro
Recording and Running a Macro
Editing a Macro
Using Shortcut Keys and Adding Menu Items
Creating Macro Buttons

Using Lists:

Planning and Creating a List
Adding and Finding Records with the Data Form
Deleting Records
Sorting List on One Field & Multiple Fields
Printing a List

Analyzing List Data:

Retrieving Records with AutoFilter
Creating a Custom Filter
Filtering a List with Advanced Filter
Extracting List Data
Creating Subtotals Using Grouping & Outlines
Look up Values in a List
Summarizing List Data
Using Data Validation for List Entries

Enhancing Charts & Worksheets:

Selecting a Custom Chart Type
Customizing a Data Series
Formatting a Chart Axis
Adding a Data Table to a Chart
Rotating a Chart
Enhancing a chart with WordArt
Rotating Text
Adding a Picture to a Chart

Sharing Excel Files and Incorporating Web Information:

Setting up a Shared Workbook for Multiple Users
Tracking Revisions in a Shared Workbook
Applying and Modifying Passwords
Creating an Interactive Worksheet for the Web
Creating a PivotTable List for the Web
Adding Web Hyperlinks to an Excel File
Running Web Queries to Retrieve External Data