



Excel Online Training Outline

Lesson 1

- Start Excel
- Excel Startup Options
- Open A Workbook
- Excel Terminology
 - The Ribbon
 - Access the Ribbon: Mouse or Keyboard
 - Hide The Ribbon
 - The Formula Bar
 - The Window Frame
- To Zoom In or Out On a Worksheet

Lesson 2

- Navigate From Cell to Cell with the Keyboard
- Navigate From Cell to Cell with the Mouse
- Goto
- Navigate Sheets

Lesson 3

- Enter Text
- Edit Text
- Move Text With Cut and Paste
- Move Text With Drag and Drop
- Copy
- Clear The Contents of A Cell
- Undo
- Create a Series With Autofill
- Create Custom Lists
- Flash Fill

Lesson 4

- Calculate with Formulas
 - The Mathematical Order of Operations
 - Circular References
 - Recalculate
- Calculate with Functions
 - Autosum
 - Preselect
- Formulas and SmartTags
 - To Manually Check For Errors In Formulas
 - Set Error Checking Options
- Relative and Absolute References
 - To Create an Absolute Reference
- Average Function
- Count And CountA Functions
- Min And Max Functions
- Today And Now Functions
- Payment Function
- SumIf

- SumIfs
- SumIfs: One Criteria
- SumIfs: Two or more Criteria
- CountIf
- CountIfs
- AverageIf
- AverageIfs

Lesson 5

- Sort Data
- Filter Data
- Custom Filters
- Clear Filters
- Subtotal Function
- Data Subtotal
- Subtotal Twice
- Remove Subtotals
- Sort Function
- Filter Function

Lesson 6

- PivotTables
- Show The Field List
- Use PivotTables To Extract Details
- Arrange Fields
- Group Dates
- PivotTable Number Formatting
- PivotTable Buttons
- PivotTable Subtotals
- PivotTable Layouts
 - Change Default PivotTable Settings
- PivotTable Column and Row Labels
- PivotTable Styles
- PivotTable Updates
- Value Field Settings
- Filter PivotTable Data With Slicers
 - Hide or Delete A Slicer

Lesson 7

- Change Column Width and Row Height
- Choose a Font, Size, and Style
- Use Color and Borders to Organize Data
- Control Alignment
- Merge and Center
- Wrap Text
- Format Numbers
- Copy Formatting
- Cell Styles
- Analyze Data with Conditional Formatting



Excel Class Training

Tables
Paste Special

Lesson 8

Print Views
Orientation
Set Print Areas
Set Print Titles
Headers/Footers
Save As PDF

Lesson 9

Create New Workbooks
 Customize The Quick Access Toolbar
Add New Worksheets
Name Worksheets
Move or Copy a Worksheet
Change the Color of a Sheet Tab
Freeze Sheet Panes
Insert / Delete Rows or Columns
Hide Rows or Columns
Sheet View
3D Formulas and Functions

Lesson 10

Charts
 Types of Charts
 Switch Rows and Columns
 Apply a Chart Style
 Add Chart Elements
 Chart Title
 Axis Titles
 Legend
 Data Labels
 Data Table
 Axes
 Gridlines
 Chart Styles
 Move Chart Location
 Format Selection
 Size A Chart To Specific Dimensions
 Charts With Numeric Scale Issues
Sparklines

Lesson 11

Find Text or Values
Find Supports Wildcard Searches
Customize The Quick Access Toolbar
VLookup / Hlookup
Vlookup A Vlookup
New Window and Arrange All
Named Ranges

Index / Match
Combine a Match Function with Vlookup
Index Reference Array

Lesson 12

Logical If
Nested If
Logical And
Logical Or
Ifs Functions
Switch Functions
Information Functions

Lesson 13

Images
A Company Logo
Reduce Image Size
Crop
Bring To Front
Accessibility
Shapes
Fill A Shape With A Picture
Icons
SmartArt
3D Model
ScreenShot
3D Map
WordArt
Symbols
Hyperlinks
Ink
Digital Signature

Lesson 14

Import Data
 From a CSV file
 Text To Columns
 Import Stock Market Data
Control Data Entry with Validation
Extract Unique Values: Remove Duplicates
Spill Functions
Unique Function
Transpose Function
Data Consolidation
Group And Outline
Goal Seek
Scenarios
Forecast Sheet
Relationships
Quick Analysis



Excel Class Training

Lesson 15

- Concatenate
- Len
- Left
- Right
- Trim
- Upper
- Lower
- Proper
- IsBlank
- IsText
- IsNumber
- Auditing
 - Show Formulas
 - Trace
 - Evaluate
 - Watch

Lesson 16

- Record A Macro
- Show The Developer Tab
- Run a Macro by Command
- Create a Button Shape On a Worksheet Cell
- Assign A Macro To The Quick Access Toolbar
- Edit A Macro
- Writing VBA Code
- To Fix A Macro That Generates A PivotTable
- Create A Macro Without Recording

Lesson 17

- Comments
- Notes
- Share A File
- Inspect
- Spell Check
- Translate
- Smart Lookup
- Protection
 - Workbook Level Protection
 - Set an Open or Modify Password
 - Workbook Protection
 - Worksheet Level Protection
 - Range Protection

Lesson 18

- XML
- Properties
- Trust/Privacy
- Office Theme

Lesson 19

- Help