

## Microsoft Excel Advanced

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| <b>Module 3.1: Customising the Work Area</b><br><b>Lesson A. Working with Built-In Toolbars</b> | <ul style="list-style-type: none"> <li>A-1: Adding, Deleting, and Rearranging Toolbar Buttons</li> <li>A-2: Restoring a Toolbar to Its Default Settings</li> </ul>   |
| <b>Lesson B. Using Custom Toolbars</b>  | <ul style="list-style-type: none"> <li>B-1: Creating a Toolbar</li> <li>B-2: Moving And Displaying a Toolbar</li> <li>B-3: Deleting a Custom Toolbar</li> </ul>  |
| <b>Lesson C. Creating and Using Styles</b>  | <ul style="list-style-type: none"> <li>C-1: Creating a Style by Example and Applying a Style</li> <li>C-2: Creating a Style by Definition</li> <li>C-3: Modifying a Style</li> </ul>   |
| <b>Lesson D. Using Templates</b>  | <ul style="list-style-type: none"> <li>D-1: Creating a Template</li> <li>D-2: Creating a Worksheet Based on a Template</li> <li>D-3: Editing a Template</li> </ul>   |
| <b>Module 3.2: Advanced Formula Construction</b><br><b>Lesson A. Using Names</b>                | <ul style="list-style-type: none"> <li>A-1: Observing Named Ranges</li> <li>A-2: Defining Names</li> <li>A-3: Naming a Cell by Using Existing Row and Column Labels</li> </ul>   |
| <b>Lesson B. Using the IF Function</b>  | <ul style="list-style-type: none"> <li>B-1: Using IF to Create a Conditional Function</li> <li>B-2: Using IF to Return a Text Value</li> <li>B-3: Using the NOW and PMT Functions</li> </ul>   |
| <b>Lesson C. Using the VLOOKUP Function</b>   | <ul style="list-style-type: none"> <li>C-1: Examining Nested IF Functions</li> <li>C-2: Entering a VLOOKUP Function</li> <li>C-3: Observing the Flexibility of the VLOOKUP Function</li> </ul>   |
| <b>Lesson D. Using IS Functions and the Auditing Features</b>                                   | <ul style="list-style-type: none"> <li>D-1: Observing the ISERROR Function</li> <li>D-2: Using the Auditing Toolbar to Trace Cell Precedents</li> <li>D-3: Tracing Cell Dependents</li> <li>D-4: Using the Trace Error Button</li> </ul>   |
| <b>Module 3.3: Using Pivot Tables</b><br><b>Lesson A. Creating Pivot Tables</b>                 | <ul style="list-style-type: none"> <li>A-1: Observing a Pivot Table</li> <li>A-2: Using the PivotTable Wizard to Create a Pivot Table</li> <li>A-3: Adding and Deleting Fields In a Pivot Table</li> <li>A-4: Adding and Using the Page Field</li> </ul>   |
| <b>Lesson B. Modifying Pivot Tables</b>   | <ul style="list-style-type: none"> <li>B-1: Rearranging Data in a Pivot Table</li> <li>B-2: Formatting Data in a Pivot Table</li> <li>B-3: Refreshing Data in a Pivot Table</li> </ul>   |
| <b>Lesson C. Grouping and Summarizing Data in a Pivot Table</b>                                 | <ul style="list-style-type: none"> <li>C-1: Grouping Items in a Pivot Table</li> <li>C-2: Creating a PivotChart Report from an Existing PivotTable Report</li> </ul>   |
| <b>Lesson D. Creating Interactive PivotTables for the Web</b>                                   | <ul style="list-style-type: none"> <li>D-1: Creating an Interactive Pivot Table for the Web</li> </ul>   |
| <b>Module 3.4: Working with Multiple Worksheets</b><br><b>Lesson A. Working with Workbooks</b>  | <ul style="list-style-type: none"> <li>A-1: Observing a Workbook File</li> <li>A-2: Moving and Copying Workbook Sheets</li> <li>A-3: Inserting and Deleting Workbook Sheets</li> </ul>   |
| <b>Lesson B. Linking Cell in Different Workbooks</b>  | <ul style="list-style-type: none"> <li>B-1: Observing Related Workbooks</li> <li>B-2: Building Formulas that Link Workbooks</li> <li>B-3: Observing the results of linked formulas</li> <li>B-4: Saving Changes in Linked Files</li> <li>B-5: Using the Edit, Links Command to Open Source Documents</li> <li>B-6: Changing the Source Document for a Linked Workbook</li> </ul> |
| <b>Lesson C. Workbook Versus Links and Workspaces</b>   |  |
| <b>Lesson D. Sharing and Merging Workbooks</b>  | <ul style="list-style-type: none"> <li>D-1: Tracking Changes</li> </ul>  |
| <b>Module 3.5: Consolidating and Analysing Data</b>   | <ul style="list-style-type: none"> <li>A-1: Preparing to Consolidate Data</li> <li>A-2: Consolidating Data by Position</li> </ul>  |

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| <b>Lesson A. Consolidating Data from More Than One Worksheet</b>                        | <ul style="list-style-type: none"> <li>• A-3: Observing Consolidated Data</li> <li>• A-4: Consolidating Data by Category</li> </ul>  |
| <b>Lesson B. Using the Goal Seek and Solver Utilities</b>                               | <ul style="list-style-type: none"> <li>• B-1: Using Solver</li> </ul>  |
| <b>Lesson C. Using Scenario Manager to View a Worksheet with Different Input Values</b> | <ul style="list-style-type: none"> <li>• C-1: Creating a Scenario</li> <li>• C-2: Creating a Second Scenario</li> <li>• C-3: Viewing Scenarios</li> </ul>  |
| <b>Module 3.6: Using Protection and Display Options</b>                                 | <ul style="list-style-type: none"> <li>• A-1: Viewing and Adding Comments</li> <li>• A-2: Editing a Comment</li> <li>• A-3: Controlling the Display of Comment Indicators</li> <li>• A-4: Deleting Comments</li> </ul>   |
| <b>Lesson A. Using Comments</b>   |  |
| <b>Lesson B. Protecting Workbooks</b>   | <ul style="list-style-type: none"> <li>• B-1: Experimenting with an Unprotected Workbook</li> <li>• B-2: Unlocking Selected Cells</li> <li>• B-3: Enabling and Disabling Worksheet Protection</li> <li>• B-4: Enabling and Disabling Workbook Protection</li> <li>• B-5: Applying and Removing a File Password</li> </ul>              |
| <b>Lesson C. Using Custom Views</b>   | <ul style="list-style-type: none"> <li>• C-1: Creating Views</li> <li>• C-2: Showing Views</li> <li>• C-3: Using Outlining to Create a View</li> </ul>   |
| <b>Module 3.7: Introduction to Macros</b>   | <ul style="list-style-type: none"> <li>• A-1: Running a Macro by Using a Button or a Shortcut Key</li> <li>• A-2: Running the Create_Worksheet Macro</li> </ul>  |
| <b>Lesson A. Running Macros</b>   |  |
| <b>Lesson B. Recording a Macro</b>  | <ul style="list-style-type: none"> <li>• B-1: Using the Edit, Paste Special Command's Values Option</li> <li>• B-2: Recording a Macro</li> <li>• B-3: Running the Recorded Macro</li> <li>• B-4: Assigning a Macro to a Toolbar Button</li> </ul>  |
| <b>Lesson C. Viewing and Editing VBA Code</b>   | <ul style="list-style-type: none"> <li>• C-1: Viewing and Editing VBA Code</li> <li>• C-2: Examining Module Design</li> </ul>  |
| <b>Module 3.8: Working with Interactive Excel Web Documents</b>                         | <ul style="list-style-type: none"> <li>• A-1: Saving an Excel Worksheet as an Interactive Web Document</li> <li>• A-2: Saving an Excel Chart as an Interactive Web Document</li> </ul>   |
| <b>Lesson A. Saving Excel Worksheets as Web Documents</b>                               |  |
| <b>Lesson B. Spreadsheet Web Components</b>   | <ul style="list-style-type: none"> <li>• B-1: Observing the Spreadsheet Web Components Interface</li> <li>• B-2: Recalculating Data in an Excel Web Document</li> <li>• B-3: Sorting Data in an Excel Web Document</li> <li>• B-4: Filtering Data in an Excel Web Document</li> <li>• B-5: Formatting an Excel Web Document</li> </ul> |