



1). IMPORTING DATA

IMPORTING DATA FROM EXTERNAL SOURCES

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Importing Data into Excel

IMPORTING TEXT FILES

Importing text files into Excel
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USING MICROSOFT QUERY

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Creating a Query

QUERYING DATA FROM THE WEB

Using Web Queries
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Refreshing external data without losing the formatting
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2). TEMPLATES AND STYLES

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WORKING WITH STYLES

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3). ANALYZING DATA

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Using What-If Analysis

GOAL SEEK

Using Goal Seek
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4). MACROS AND CUSTOM CONTROLS

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5). SECURITY AND PROOFING

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Working with Security Features

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6). CUSTOMIZING EXCEL XP

on demand computer support

CONFIGURING EXCEL XP OPTIONS

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Customizing Calculation Options
Customizing Edit Options
Customizing General Options
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Customizing Custom Lists Options
Customizing Chart Options
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Displaying Toolbars using the Customize dialog box
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Using Workspace files
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7). COLLABORATION AND CONSOLIDATION

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Using Shared Workbooks
Allowing Workbook Sharing
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Sending Workbooks for Review
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Routing a Workbook to the next recipient

CONSOLIDATION

Consolidating data over several Worksheets
Consolidating selected rows and columns from several Worksheets