



## **1). VIEWING WORKSHEETS**

### **CUSTOMIZING VIEW OPTIONS**

Customizing the Excel window display  
Customizing the Comments View options  
Customizing the Objects View options  
Customizing the Worksheet View options

### **DISPLAYING AND CUSTOMIZING TOOLBARS**

Choosing a Toolbar  
Displaying Toolbars  
Customizing Toolbar Options  
Adding Commands to a Toolbar

### **HIDING WORKBOOKS AND WORKSHEETS**

Hiding a Workbook  
Hiding Worksheets  
Displaying hidden Workbooks  
Displaying hidden Worksheets

### **FREEZING PANES**

Freezing a horizontal pane  
Freezing a vertical pane  
Freezing horizontal and vertical panes  
Unfreezing panes

### **GROUPING AND UNGROUPING WORKSHEETS**

Grouping Worksheets  
To select all Worksheets  
To select several Worksheets  
Ungrouping Worksheets

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## **2). MORE FORMATTING TECHNIQUES**

### **USING STYLES**

Creating a new style  
Applying a style  
Changing the formatting of a style  
Removing a style from cells  
Deleting a style

### **CONDITIONAL FORMATTING**

Using conditional formatting  
Changing conditional formatting

Deleting conditional formatting  
Finding cells with conditional formatting

### **USING THE FORMAT PAINTER**

Copying and applying cell formatting with the Format Painter  
Copying and applying column width or row height with the Format Painter  
Copying and applying cell formatting with the Format Painter  
Copying and applying the Format Painter in multiple locations

### **USING GUIDELINES**

Changing the color of the Gridlines  
Turning off the onscreen Gridlines  
Printing Gridlines

### **HIDING AND DISPLAYING CELLS**

Hiding Columns  
Hiding Rows  
Using the mouse to hide Columns  
Using the mouse to hide Rows  
Displaying hidden Columns  
Displaying hidden Rows  
Using the mouse to display hidden Columns  
Using the mouse to display hidden Rows

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## **3). MORE FORMULAS AND FUNCTIONS**

### **USING THE SERIES COMMAND**

Using the Series Command  
Applying a list series  
Applying a numeric series  
Applying a basic numeric series  
Creating a custom list series

### **USING THE INSERT FUNCTION WIZARD**

Displaying the Insert Function wizard  
Choosing a function from the Insert Function wizard  
Entering Function Arguments in the Insert Function wizard

### **USING THE EXCEL FUNCTION CATEGORIES**

Using the Most Recently Used function category



Using the Financial function category  
Using the Date & Time function category  
Using the Math & Trig function category  
Using the Statistical function category  
Using the Lookup & Reference function category  
Using the Database function category  
Using the Text function category  
Using the Logical function category  
Using the Information function category

#### **CORRECTING FORMULAS**

Finding and correcting errors in Formulas  
Finding error values  
Correcting error values

#### **USING THE FORMULA ERROR CHECKER**

Using the Formula error checker  
Rechecking ignored errors  
Customizing the Formula error checker

#### **USING THE FORMULA AUDITING TOOLBAR**

Displaying the Formula Auditing toolbar  
Using the Formula Auditing toolbar  
Tracing Precedents  
Removing Precedent Arrows  
Tracing Dependents  
Removing Dependent Arrows  
Adding a new comment  
Evaluating Formulas one step at a time

#### **USING THE WATCH WINDOW**

Using the Watch Window  
Adding a Watch to a cell  
Adding a Watch to all the cells with Formulas  
Displaying a cell in the Watch Window  
Deleting a Watch  
Hiding the Watch Window

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## **4). DATABASE AND LIST MANAGEMENT**

#### **USING DATABASES**

Using the Excel database features  
Using database terminology

#### **CREATING AND EDITING A DATABASE**

Creating an Excel database  
Working with an Excel database

#### **SORTING A DATABASE**

Sorting data within a database  
Adding other sorting criteria

#### **USING AUTOFILTERS**

Filtering data  
Filtering data with AutoFilter  
Specifying a conditional filter with AutoFilter  
Using the Top 10 AutoFilter  
Removing all AutoFilters

#### **ADVANCED FILTERS**

Using Advanced Filters  
Removing all Advanced Filters

#### **WORKING WITH FILTERED DATA**

Manipulating Filtered Data  
Totaling fields within a filtered database list  
Creating Subtotals  
Remove Subtotals

#### **USING DATA FORMS**

Using a Data Form  
Adding a new record  
Moving between records  
Finding records  
Editing a record  
Deleting a record  
Closing a Data Form

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## **5). CHARTS**

#### **CHART WIZARD**

Using the Chart Wizard  
Selecting the Chart Type  
Specifying the Data Source  
Customizing the Chart  
Defining the Chart Location

#### **CHART TOOLBAR**

Displaying the Chart toolbar  
Using the Chart toolbar  
Selecting a Chart  
Selecting Chart objects

#### **WORKING WITH CHARTS**

Changing the Chart Type  
Adding data to a Chart  
Removing data from a Chart  
Moving a Chart  
Resizing a Chart  
Deleting a Chart



### **FORMATTING THE CHART**

Formatting the Chart Area  
Formatting the Chart Title  
Formatting the Plot Area  
Formatting the Axis  
Formatting the Axis Title  
Formatting the Legend  
Formatting the Gridlines  
Formatting the Data Series

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## **6). DRAWING AND PICTURE OBJECTS**

### **DRAWING TOOLBAR**

Displaying the Drawing toolbar  
Using the Drawing toolbar

### **WORKING WITH AUTOSHAPES**

Inserting an AutoShape object  
Drawing common objects  
Formatting AutoShape objects  
Selecting an object  
Changing the look of AutoShape lines  
Changing the look of AutoShape arrows  
Adding a shadow  
Applying the 3-D option  
Moving an object  
Copying objects  
Resizing an object

### **CREATING TEXT BOXES**

Creating a text box  
Editing text in a text box  
Resizing a text box  
Deleting a text box

### **ADDING PICTURES**

Inserting Clip Art  
Inserting a picture  
Using the Picture toolbar  
Moving a clip art or picture  
Copying a clip art or picture  
Resizing an object

### **LAYERING OBJECTS**

Changing the layer order of objects

### **GROUPING AND UNGROUPING OBJECTS**

Grouping objects  
Ungrouping objects

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## **7). EXCEL XP AND OTHER APPLICATIONS**

### **CONVERTING FILES FROM OTHER APPLICATIONS**

Converting spreadsheets from other applications

### **COPYING DATA FROM ANOTHER APPLICATION**

Using the Office Clipboard  
Using Paste Special  
Using Paste Special with content from Excel  
Using Paste Special with content from other application  
Changing data to graphic objects

### **EMBEDDING AND LINKING OBJECTS**

Embedding data  
Embedding an existing document  
Linking data  
Creating a link to an existing file  
Linking data from Microsoft Word

### **HYPERLINKS**

Using Hyperlinks  
Creating a Hyperlink

### **MANAGING LINKS**

Updating Links  
Editing Links  
Checking the status of a Link  
Breaking Links

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