

**LESSON ONE**

Working with Workbooks
Using Multiple Workbooks
Using a Workspace
Linking Workbooks
Working with Named Ranges
Using HLOOKUP and VLOOKUP Functions
Previewing and Printing Workbooks
Consolidating Worksheet Data

LESSON TWO

Importing and Exporting Data
Importing Data
Exporting Excel Data to Other Programs

LESSON THREE

Creating and Using Excel Lists
Working with Lists
Searching for Records
Sorting Records
Setting Up a List Filter
Using Database Functions on a List

LESSON FOUR

Formatting and Organizing Data
Applying Formats
Using Conditional Formatting
Subtotaling and Grouping Data

LESSON FIVE

Auditing a Workbook
Working with Data Validation Tools
Auditing Worksheets for Errors

LESSON SIX

Using Data Analysis Tools and Features
Working with PivotTables
Creating and Modifying a PivotChart
Using Goal Seek
Analyzing Data with the Scenario Manager
Using Solver

LESSON SEVEN

Sharing Workbooks
Tracking Changes and Sharing a Workbook
Merging Workbooks
Viewing and Changing Workbook Properties
Applying Protection Features

LESSON EIGHT

Exchanging Information Using the Web
Publishing Data on the Web
Retrieving Data from the Web
Working with Structured Data

LESSON NINE

Creating, Customizing, and Using Templates
Working with Standard Templates
Creating a Template from an Existing Workbook

LESSON TEN

Using Macros
Planning and Recording a Macro
Assigning a Macro to a Toolbar Button
Using Macros

LESSON ELEVEN

Customizing the Excel Environment
Moving Toolbars and Toolbar Buttons
Creating a Custom Toolbar
Saving Custom Views of a Workbook
Modifying the Working Folder
Customizing Other Excel Options