

Chapter 1: Using Large Worksheets

You will learn:

- Increasing/decreasing the magnification.
- Changing range magnification.
- Switching to full screen view.
- Splitting the window.
- Removing panes.
- Freezing/unfreezing panes.

Chapter 2: Working with Multiple Sheets

You will learn:

- Using multiple worksheets.
- Navigating between worksheets.
- Selecting worksheets.
- Renaming worksheets.
- Selecting multiple worksheets.
- Inserting/deleting worksheets.
- Printing selected worksheets.

Chapter 3: Managing Worksheets

You will learn:

- Copying/moving worksheets.
- Using grouped worksheets.
- Moving/copying data between sheets.
- Creating 3-D formulas.
- Using functions in worksheets.



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Chapter 4: Working with Outlines

You will learn:

- Applying an outline.
- Expanding/collapsing an outline.
- Modifying outline settings.
- Clearing an outline.
- Using auto outline.

Chapter 5: Using Paste Special

You will learn:

- Using paste special.
- Copying formats, values, and formulas between sheets.
- Performing mathematical operations.

Chapter 6: Using Range Names

You will learn:

- Using range names.
- Jumping to a named range.
- Assigning names.
- Using range names in formulas.
- Creating names from headings.
- Applying/deleting range names.
- Using names in 3-D formulas.
- Naming and referencing 3-D ranges.



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Chapter 7: Using Multiple Workbooks

You will learn:

- Opening multiple workbooks.
- Cascading windows / activating cascaded windows.
- Tiling windows / activating tiled windows.
- Copying data between workbooks.
- Saving a workspace.
- Closing open workbooks.
- Opening a workspace.

Chapter 8: Creating Charts

You will learn:

- Using charts.
- Creating charts - Chart Wizard.
- Moving and resizing charts.
- Moving the chart toolbar.
- Changing the chart type.
- Changing the plot direction.
- Adding/removing the legend.
- Changing the text orientation.
- Adding a data table.
- Formatting chart objects.
- Changing the chart range.
- Printing a chart.
- Deleting a chart.



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Chapter 9: Editing Charts

You will learn:

- Editing charts.
- Changing the chart type/sub-type.
- Changing the data source.
- Changing chart options.
- Adding chart titles.
- Moving the legend.
- Printing a chart sheet.

Chapter 10: Sorting Data

You will learn:

- Using a list as a database.
- Sorting by multiple fields.
- Creating a custom sort order.
- Performing a custom sort.
- Editing a custom sort order.
- Deleting a custom sort order.
- Sorting from left to right.

Chapter 11: Working with the Data Form

You will learn:

- Viewing the data form.
- Viewing/editing data form records.
- Restoring data.
- Adding data form records.
- Defining/clearing criteria.
- Adding comparison criteria.
- Deleting data form records.



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Chapter 12: Using AutoFilter

You will learn:

- Enabling AutoFilter.
- Using AutoFilter.
- Clearing AutoFilter criteria.
- Using the top 10 AutoFilter.
- Creating a custom AutoFilter.
- Creating an AND condition.
- Creating an OR condition.



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