



Excel Online Training Outline

Lesson 1

- Start Excel
- Excel Startup Options
- Open A Workbook
- Excel Terminology
 - The Ribbon
 - Access the Ribbon: Mouse or Keyboard
 - Hide The Ribbon
 - The Formula Bar
 - The Window Frame
- To Zoom In or Out On a Worksheet

Lesson 2

- Navigate From Cell to Cell with the Keyboard
- Navigate From Cell to Cell with the Mouse
- Goto
- Navigate Sheets

Lesson 3

- Enter Text
- Edit Text
- Move Text With Cut and Paste
- Move Text With Drag and Drop
- Copy
- Clear The Contents of A Cell
- Undo
- Create a Series With Autofill
- Create Custom Lists
- Flash Fill

Lesson 4

- Calculate with Formulas
- The Mathematical Order of Operations
- Circular References
- Recalculate
- Calculate with Functions
- Autosu
- Preselect
- Formulas and SmartTags
 - To Manually Check For Errors In Formulas
 - Set Error Checking Options
- Relative and Absolute References
 - To Create an Absolute Reference
- Average Function
- Count And CountA Functions
- Min And Max Functions
- Today And Now Functions
- Payment Function
- SumIf
- SumIfs

- SumIfs: One Criteria
- SumIfs: Two or more Criteria
- CountIf
- CountIfs
- AverageIf
- AverageIfs
- 3-Dimensional Formulas and Functions

Lesson 5

- Sort Data
- Filter Data
- Custom Filters
- Clear Filters
- Subtotal Function
- Data Subtotal
- Subtotal Twice
- Remove Subtotals:

Lesson 6

- PivotTables
- Show The Field List
- Use PivotTables To Extract Details
- Arrange Fields
- Group Dates
- PivotTable Number Formatting
- PivotTable Buttons
- PivotTable Subtotals
- PivotTable Layouts
 - Change Default PivotTable Settings
- PivotTable Column and Row Labels
- PivotTable Styles
- PivotTable Updates
- Value Field Settings
- Filter PivotTable Data With Slicers
 - Hide or Delete A Slicer

Lesson 7

- Change Column Width and Row Height
- Choose a Font, Size, and Style
- Use Color and Borders to Organize Data
- Control Alignment
- Merge and Center
- Wrap Text
- Format Numbers
- Copy Formatting
- Cell Styles
- Analyze Data with Conditional Formatting
- Tables
- Paste Special



Lesson 8

- Print Views
- Orientation
- Set Print Areas
- Set Print Titles
- Headers/Footers
- Save As PDF

Lesson 9

- Create New Workbooks
 - Customize The Quick Access Toolbar
- Add New Worksheets
- Name Worksheets
- Move or Copy a Worksheet
- Change the Color of a Sheet Tab
- Freeze Sheet Panes
- Insert / Delete Rows or Columns
- Hide Rows or Columns

Lesson 10

- Charts
 - Types of Charts
 - Switch Rows and Columns
 - Apply a Chart Style
 - Add Chart Elements
 - Chart Title
 - Axis Titles
 - Legend
 - Data Labels
 - Data Table
 - Axes
 - Gridlines
 - Chart Styles
 - Move Chart Location
 - Format Selection
 - Size A Chart To Specific Dimensions
 - Charts With Numeric Scale Issues
- Sparklines

Lesson 11

- Find Text or Values
- Find Supports Wildcard Searches
- Customize The Quick Access Toolbar
- Vlookup / Hlookup
- Vlookup A Vlookup
- New Window and Arrange All
- Named Ranges
- Index / Match
- Combine a Match Function with Vlookup
- Index Reference Array

Lesson 12

- Logical If
- Nested If
- Logical And
- Logical Or
- Iifs Functions
- Switch Functions
- Information Functions
- Array Formulas

Lesson 13

- Images
 - A Company Logo
 - Reduce Image Size
 - Crop
 - Bring To Front
 - Accessibility
 - Shapes
 - Fill A Shape With A Picture
 - Icons
 - SmartArt
 - 3D Model
 - ScreenShot
 - 3D Map
 - WordArt
 - Symbols
 - Hyperlinks
 - Ink
 - Digital Signature

Lesson 14

- Import Data
 - From a CSV file
 - Text To Columns
 - Import Stock Market Data
- Control Data Entry with Validation
- Extract Unique Values: Remove Duplicates
- Data Consolidation
- Group And Outline
- Goal Seek
- Scenarios
- Forecast Sheet
- Relationships
- Quick Analysis



Lesson 15

- Concatenate
- Len
- Left
- Right
- Trim
- Upper
- Lower
- Proper
- IsBlank
- IsText
- IsNumber
- Auditing
 - Show Formulas
 - Trace
 - Evaluate
 - Watch

Lesson 16

- Record A Macro
- Show The Developer Tab
- Run a Macro by Command
- Create a Button Shape On a Worksheet Cell
- Assign A Macro To The Quick Access Toolbar
- Edit A Macro
- Writing VBA Code
- To Fix A Macro That Generates A PivotTable
- Create A Macro Without Recording

Lesson 17

- Comments
- Notes
- Share A File
- Inspect
- Spell Check
- Translate
- Smart Lookup
- Protection
 - Workbook Level Protection
 - Set an Open or Modify Password
 - Workbook Protection
 - Worksheet Level Protection
 - Range Protection

Lesson 18

- XML
- Properties
- Trust/Privacy
- Office Theme

Lesson 19

- Help