



Course Outline

Microsoft® Excel 2016-2013-2010 Level 3

Lesson 1: Working Smarter

- File Properties
- Data Validation Rules for Cells
- Working with Macros
- Customizing Excel
- Conditional Formatting

Lesson 2: Excel in a Team Environment

- Protecting Your Data
- Sharing Workbooks
- Tracking Changes
- Merging Copies of a Shared Workbook
- Working with Comments

Lesson 3: Excel Auditing Tools

- Tracing Cells & Formulas
- Excel Error Checking Tool
- Watch Formula Tool
- Formula Evaluation Tool

Lesson 4: Tools for Data Analysis

- Adding a Trend Line to a Chart
- Using the Goal Seek
- Using the Solver
- The Scenario Manager
- Using the Quick Analysis Tool

Lesson 5: Linking Multiple Workbooks

- Consolidating Data
- Linking Workbooks
- Inserting a Hyperlink

Lesson 6: Importing & Exporting Data

- Importing Data into Excel
- Exporting Excel Data
- Creating Web Pages

Appendices: Handy Keyboard Shortcuts

- Appendix A: Function Keys
- Appendix B: Cursor Movement Keys
- Appendix C: Shortcut Keys

Hands-on Exercises