



Working With Workbooks

1. The Open Dialog Box
2. Opening A Workbook
3. Closing A Workbook
4. Opening Multiple Workbooks
5. Working With Multiple Workbooks
6. Opening Recently Used Workbooks

Working With Worksheets

1. Copying A Worksheet
2. Renaming Worksheets
3. Moving Worksheets
4. Inserting And Deleting Worksheets
5. Grouping Worksheets

Adjusting A Worksheet

1. Inserting Cells
2. Deleting Cells
3. Inserting Columns
4. Inserting Rows
5. Deleting Rows And Columns
6. Resizing Columns
7. Resizing Rows
8. Hiding Grid Lines

Viewing Worksheets

1. Freezing Columns And Rows
2. Splitting Windows
3. Using Zoom
4. Hiding Rows And Columns

Formatting Cells

1. Using The Font Tools
2. Using The Alignment Tools
3. Using The Number Tools
4. The Format Cells Dialog Box
5. Formatting Fonts Using The Menu
6. Superscript Subscript & Strikethrough
7. Changing Horizontal Alignment
8. Centering Across A Selection
9. Wrapping Text
10. Changing Text Orientation
11. Changing Vertical Alignment
12. Formatting Dates
13. Formatting Numbers

14. Formatting Currency
15. Creating Custom Formats
16. Borders And Shading
17. Clearing Cell Formats

Absolute Referencing

1. Absolute And Relative Referencing
2. Problems With Relative Formulas
3. Tracing Precedents
4. Creating Absolute References
5. Creating Mixed References
6. Circular References

Filling Series

1. Filling A Series
2. Filling A Growth Series
3. Filling A Series Backwards
4. Filling Using Options
5. Creating A Custom Series
6. Modifying And Deleting Custom Series

Labels And Names

1. Labels and Names Explained
2. Accepting Labels In Formulas
3. Using Text Labels
4. Creating Labels
5. Creating Names Using The Name Box
6. Using Names To Select Cells
7. Using Names In Formulas
8. Creating Names Between Workbooks
9. Creating Names For Constants
10. Creating A List Of Names
11. Changing The Range For Names
12. Deleting Names

Logical Functions

1. Logical Function Concepts
2. Displaying Information Using IF
3. Displaying Values Using IF
4. Nesting An IF Function
5. Using The AND Function
6. Using The OR Function
7. Using the NOT Function

Lookup Functions

1. Requirements Of Lookup Functions
2. The CHOOSE Function
3. The ISERROR Function
4. The VLOOKUP Function
5. Testing Lookup Functions
6. Using VLOOKUP For Exact Matches
7. The INDEX Function

Sorting

1. Performing A Simple Sort
2. Sorting On More Than One Column
3. Sorting Numbers
4. Sorting By Rows

AutoFilter

1. Applying & Using AutoFilter
2. Creating Compound Filters
3. Creating Custom Filters
4. Multiple Value Criteria
5. Using Wildcards In Custom Criteria.