

Module 1 – Working with Multi-Sheet Workbooks

- Naming Worksheets
- Moving and Copying Worksheets
- Inserting and Deleting Worksheets
- Referencing Cells across Multiple Worksheets
- Linking to External Workbooks
- Naming Cells and Ranges
- Printing a Range
- Using Go To
- Adding Comments
- Creating Hyperlinks
- Working with Grouped Worksheets

Module 2: Using Advanced Functions

- Function Structure and Arguments
- Calculating with Financial Functions
- Using Date and Time Functions
- Using the If Function
- Calculating with Lookup Functions
- Absolute Referencing
- Protecting Formula Cells

Module 3: Creating and Using Templates

- What is a Template?
- Saving a Workbook as a Template
- Using Templates

Module 4: Database Management

- Using Excel to Manage Lists
- Defining a List or Table
- Applying Table Styles
- Adding a Total Row
- Naming a Table
- Resizing the Table
- Basic and Custom Sorting
- Searching the Data

Module 5: Custom Reports

- Filtering Data with AutoFilter
- Using Data Type Filters
- Creating a Custom Filter
- Filter by Selection
- Removing Duplicate Records
- Using Data Validation
- Restoring the Table to a Data Range
- Using the Subtotal Function
- Creating Subtotal Reports
- Adding Functions to the Report
- Viewing Report Levels
- Outlining a Spreadsheet