

Microsoft Excel Advanced

Module 3.1: Customising the Work Area Lesson A. Working with Built-In Toolbars	<ul style="list-style-type: none"> A-1: Adding, Deleting, and Rearranging Toolbar Buttons A-2: Restoring a Toolbar to Its Default Settings
Lesson B. Using Custom Toolbars	<ul style="list-style-type: none"> B-1: Creating a Toolbar B-2: Moving And Displaying a Toolbar B-3: Deleting a Custom Toolbar
Lesson C. Creating and Using Styles	<ul style="list-style-type: none"> C-1: Creating a Style by Example and Applying a Style C-2: Creating a Style by Definition C-3: Modifying a Style
Lesson D. Using Templates	<ul style="list-style-type: none"> D-1: Creating a Template D-2: Creating a Worksheet Based on a Template D-3: Editing a Template
Module 3.2: Advanced Formula Construction Lesson A. Using Names	<ul style="list-style-type: none"> A-1: Observing Named Ranges A-2: Defining Names A-3: Naming a Cell by Using Existing Row and Column Labels
Lesson B. Using the IF Function	<ul style="list-style-type: none"> B-1: Using IF to Create a Conditional Function B-2: Using IF to Return a Text Value B-3: Using the NOW and PMT Functions
Lesson C. Using the VLOOKUP Function	<ul style="list-style-type: none"> C-1: Examining Nested IF Functions C-2: Entering a VLOOKUP Function C-3: Observing the Flexibility of the VLOOKUP Function
Lesson D. Using IS Functions and the Auditing Features	<ul style="list-style-type: none"> D-1: Observing the ISERROR Function D-2: Using the Auditing Toolbar to Trace Cell Precedents D-3: Tracing Cell Dependents D-4: Using the Trace Error Button
Module 3.3: Using Pivot Tables Lesson A. Creating Pivot Tables	<ul style="list-style-type: none"> A-1: Observing a Pivot Table A-2: Using the PivotTable Wizard to Create a Pivot Table A-3: Adding and Deleting Fields In a Pivot Table A-4: Adding and Using the Page Field
Lesson B. Modifying Pivot Tables	<ul style="list-style-type: none"> B-1: Rearranging Data in a Pivot Table B-2: Formatting Data in a Pivot Table B-3: Refreshing Data in a Pivot Table
Lesson C. Grouping and Summarizing Data in a Pivot Table	<ul style="list-style-type: none"> C-1: Grouping Items in a Pivot Table C-2: Creating a PivotChart Report from an Existing PivotTable Report
Lesson D. Creating Interactive PivotTables for the Web	<ul style="list-style-type: none"> D-1: Creating an Interactive Pivot Table for the Web
Module 3.4: Working with Multiple Worksheets Lesson A. Working with Workbooks	<ul style="list-style-type: none"> A-1: Observing a Workbook File A-2: Moving and Copying Workbook Sheets A-3: Inserting and Deleting Workbook Sheets
Lesson B. Linking Cell in Different Workbooks	<ul style="list-style-type: none"> B-1: Observing Related Workbooks B-2: Building Formulas that Link Workbooks B-3: Observing the results of linked formulas B-4: Saving Changes in Linked Files B-5: Using the Edit, Links Command to Open Source Documents B-6: Changing the Source Document for a Linked Workbook
Lesson C. Workbook Versus Links and Workspaces	
Lesson D. Sharing and Merging Workbooks	<ul style="list-style-type: none"> D-1: Tracking Changes
Module 3.5: Consolidating and Analysing Data	<ul style="list-style-type: none"> A-1: Preparing to Consolidate Data A-2: Consolidating Data by Position

Lesson A. Consolidating Data from More Than One Worksheet	<ul style="list-style-type: none"> • A-3: Observing Consolidated Data • A-4: Consolidating Data by Category
Lesson B. Using the Goal Seek and Solver Utilities	<ul style="list-style-type: none"> • B-1: Using Solver
Lesson C. Using Scenario Manager to View a Worksheet with Different Input Values	<ul style="list-style-type: none"> • C-1: Creating a Scenario • C-2: Creating a Second Scenario • C-3: Viewing Scenarios
Module 3.6: Using Protection and Display Options	<ul style="list-style-type: none"> • A-1: Viewing and Adding Comments • A-2: Editing a Comment • A-3: Controlling the Display of Comment Indicators • A-4: Deleting Comments
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Lesson B. Protecting Workbooks	<ul style="list-style-type: none"> • B-1: Experimenting with an Unprotected Workbook • B-2: Unlocking Selected Cells • B-3: Enabling and Disabling Worksheet Protection • B-4: Enabling and Disabling Workbook Protection • B-5: Applying and Removing a File Password
Lesson C. Using Custom Views	<ul style="list-style-type: none"> • C-1: Creating Views • C-2: Showing Views • C-3: Using Outlining to Create a View
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Lesson B. Recording a Macro	<ul style="list-style-type: none"> • B-1: Using the Edit, Paste Special Command's Values Option • B-2: Recording a Macro • B-3: Running the Recorded Macro • B-4: Assigning a Macro to a Toolbar Button
Lesson C. Viewing and Editing VBA Code	<ul style="list-style-type: none"> • C-1: Viewing and Editing VBA Code • C-2: Examining Module Design
Module 3.8: Working with Interactive Excel Web Documents	<ul style="list-style-type: none"> • A-1: Saving an Excel Worksheet as an Interactive Web Document • A-2: Saving an Excel Chart as an Interactive Web Document
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Lesson B. Spreadsheet Web Components	<ul style="list-style-type: none"> • B-1: Observing the Spreadsheet Web Components Interface • B-2: Recalculating Data in an Excel Web Document • B-3: Sorting Data in an Excel Web Document • B-4: Filtering Data in an Excel Web Document • B-5: Formatting an Excel Web Document