# MICROSOFT EXCEL

## Setting Up a Workbook

- Creating Workbooks

- Modifying Workbooks

- Modifying Worksheets

- Customizing the excel Program Window

  - Zooming In on a Worksheet
  - Arranging Multiple Workbook Windows
  - Adding Buttons to the Quick Access Toolbar
  - Maximizing Usable Space in the Program Window

## Working With Data and Excel Tables

- Entering and Revising Data

- Moving Data within the Workbook

- Finding and Replacing Data

- Correcting and Expanding Upon Worksheet Data

- Defining Excel Tables

## Performing Calculations on Data

- Naming Groups of Data

- Creating Formulas to Calculate Values

- Summarizing Data That Meets Specific Conditions

- Finding and Correcting Errors in Calculations

## Changing Workbook Appearance

- Formatting Cells

- Applying Workbook Themes and Excel Table Styles

- Adding Images to Worksheets

## Focusing on Specific Data by Using Filters

- Limit Data That Appears on Your Screes

- Manipulating Worksheet Data

  - Selecting List Rows at Random
  - Summarizing Worksheet with Hidden and Filtered Rows

- ▪ Finding Unique Values Within a Data Set
- Defining Valid Sets of Values for Ranges of Cells

## Reordering and Summarizing Data

- Sorting Worksheet Data
- Organizing Data into Levels
- Looking Up Information in a Worksheet

## Combining Data from Multiple Sources

- Using Workbooks as Templates for Other Workbooks
- Linking to Data in Other Worksheets and Workbooks
- Consolidating Multiple Sets of Data into a Single Workbooks
- Grouping Multiple Sets of Data

## Analyzing Alternative Data Sets

- Defining an Alternative Data Sets
- Defining Multiple Alternative Data Sets
- Varying Your Data to Get a Desired Result by Using Goal Seek
- Finding Optimal Solutions by Using Solver
- Analyzing Data by Using Descriptive Statistics

## Creating Dynamic Worksheet by Using PivotTables

- Analyzing Data Dynamically by Using PivotTables
- Filtering, Showing, and Hiding PivotTable Data
- Editing PivotTables
- Creating PivotTables from External Data

## Creating Charts and Graphics

- Creating Charts
- Customizing the Appearance of Charts
- Finding Trend in Your Data
- Summarizing Your Data by Using Sparklines
- Creating Dynamic Charts by Using PivotCharts
- Creating Diagrams by Using SmartArt
- Creating Shapes and Mathematical Equations

## Printing

- Adding Headers and Footers to Printed Pages

- Preparing Worksheets for Printing

    - Previewing Worksheets Before Printing
    - Changing Page Breaks in a Worksheet
    - Changing the Page Printing Order for Worksheets
- Printing Worksheets

- Printing Parts of Worksheets

- Printing Charts

## Automating Repetitive Tasks by using Macros

- Enabling and Examining Macros

    - Macro Security in Excel
    - Examining Macros
- Creating and Modifying Macros

- Running Macros When a Button Is Clicked

- Running Macros When a Workbook Is Opened

## Working with Other Microsoft Office Programs

- Including Office Documents in Workbooks

- Storing Workbooks as Parts of Other Office Documents

- Creating Hyperlinks

- Pasting Charts into Other Documents

## Collaborating with Colleagues

- Sharing workbooks

- Managing Comments

- Tracking and Manage Colleagues Changes

- Protecting Workbooks and Worksheets

- Authenticating Workbooks

- Saving Workbooks for the Web