

# Microsoft Excel

## Getting to Know Excel

- Introducing Excel
- Working with an Existing Data List
- Zeroing In on Data in a List
- Creating a Workbook
- Checking and Correcting Data

## Setting Up a Workbook

- Making Workbooks Easier to Work With
- Making Data Easier to Read
- Adding a Graphic to a Document

## Performing Calculations on Data

- Naming Groups of Data
- Creating Formulas to Calculate Values
- Finding and Correcting Errors in Calculations

## Changing Document Appearance

- Changing the Appearance of Data
- Applying an Existing Format to Data
- Making Numbers Easier to Read
- Changing Data's Appearance Based on Its Value
- Making Printouts Easier to Follow
- Positioning Data on a Printout

## Focusing on Specific Data Using Filters

- Limiting the Data That Appears on the Screen
- Performing Calculations on Filtered Data
- Defining a Valid Set of Values for a Range of Cells

## Combining Data from Multiple Sources

- Using a Data List as a Template for Other Lists
- Working with More Than One Set of Data
- Linking to Data in Other Workbooks
- Summarizing Multiple Sets of Data
- Grouping Multiple Data Lists

## Reordering and Summarizing Data

- Sorting a Data List
- Organizing Data into Levels

## Analyzing Alternative Data Sets

- Defining and Editing Alternative Data Sets
- Defining Multiple Alternative Data Sets
- Varying Your Data to Get a Desired Result
- Finding Optimal Solutions with Solver
- Analyzing Data with Descriptive Statistics

## Creating Dynamic Lists with PivotTables

- Creating Dynamic Lists with PivotTables
- Editing PivotTables
- Creating PivotTables from External Data

## Creating Charts

- Creating a Chart
- Customizing Chart Labels and Numbers
- Finding Trends in Your Data
- Creating a Dynamic Chart Using PivotCharts
- Creating Diagrams

## Printing

- Printing Data Lists
- Printing Part of a Data List
- Printing a Chart

## Automating Repetitive Tasks with Macros

- Introducing Macros
- Creating and Modifying Macros
- Creating a Toolbar to Hold Macros
- Creating a Menu to Hold Macros
- Running a Macro When a Workbook Is Opened

## Working with Other Office Programs

- Including an Office Document in an Excel Worksheet
- Storing an Excel Document as Part of Another Office Document
- Creating a Hyperlink
- Pasting a Chart into Another Document

## Working with Database Data

- Looking Up Information in a Data List
- Retrieving Data from a Database
- Summarizing List Data

## Publishing Information on the Web

- Saving a Workbook for the Web
- Publishing Worksheets on the Web
- Publishing a PivotTable on the Web
- Retrieving Data from the Web
- Acquiring Web Data with Smart Tags
- Working with Structured Data
- Use Professional XML Data Capabilities

## Collaborating with Colleagues

- Sharing a Data List
- Managing Comments
- Tracking and Managing Colleagues' Changes
- Identifying Which Revisions to Keep
- Protecting Workbooks and Worksheets
- Authenticate Workbooks