

COURSE NAME	DESCRIPTION	My Notes
Introduction to Excel (EXL2003-01)	Introduction to Spread-sheets and Terminology, Starting Excel, Screen Elements, Moving around a Worksheet, Selecting Cells, Entering Text, Numbers and basic Formulas, Saving and Closing	
Excel Editing 1 (EXL2003-02)	Opening, Saving and Closing Workbooks, Data Editing Techniques, Using Undo, Redo, Using Cut, Copy and Paste, Using Drag and Drop	
Excel Editing 2 (EXL2003-03)	Working with Page Breaks, Creating Headers and Footers, Turning off Grid Lines	
Excel Formatting 1 (EXL2003-04)	Adjusting Column Widths and Row Heights, AutoFit, Aligning Data, Selecting Fonts and Number Formats	
Excel Formatting 2 (EXL2003-05)	Finding and Replacing Data, Using Spelling Checker and Autocorrect, Borders, Shading, Autoformat and Format Painter	
Excel Formatting 3 (EXL2003-06)	Custom Formatting - Creating special customised formats for Numbers and Dates	
Excel Formatting 4 (EXL2003-07)	Working with Conditional Formatting - Creating Rules for Formatting, Testing, Copying, Editing and Deleting Conditional Formatting	
Excel Formulas 1 (EXL2003-08)	Working with Formulas, Creating basic Formulas, Creating linking Formulas, Understanding the mathematical order of precedence for calculations	
Excel Formulas 2 (EXL2003-09)	Understanding Relative and Absolute References, Creating Absolute Reference formulas, Copying Absolute Reference formulas, Editing Absolute Reference formulas	
Excel Formulas 3 (EXL2003-10)	Working with Linked Formulas, Creating Linking Formulas, Editing Linked Formulas	
Excel Formulas 4 (EXL2003-11)	Common Excel "Error" Messages when Working with a Formula or Function	
Excel Functions 1 (EXL2003-12)	Using AutoSum (SUM) for creating Totals, Copying Formulas using Autofill, Using Autocalculate	
Excel Functions 2 (EXL2003-13)	Creating common Statistical Functions - AVERAGE, Maximum (MAX), Minimum (MIN) and COUNT	
Excel Functions 3 (EXL2003-14)	Creating common Logical Functions - IF, AND and OR	
Excel Functions 4 (EXL2003-15)	Lookup Functions - VLOOKUP and HLOOKUP for looking for data from a list	
Excel Functions 5 (EXL2003-16)	Creating Functions - COUNTIF and SUMIF to count or sum values in a range based on a condition	
Excel Functions 6 (EXL2003-17)	Creating Database Functions, Testing, Editing eg DSUM, DAVERAGE	
Excel Printing 1 (EXL2003-18)	Print Preview And Printing, Margins, Working with Print Scaling settings	
Excel Printing 2 (EXL2003-19)	Introduction to the extra Print settings, Setting up Repeat Headings, Setting a Print Area, Clearing a Print Area	
Excel Charts 1 (EXL2003-20)	Introduction to Charts, Creating Simple Charts, Moving and Resizing Charts	

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Excel Charts 2 (EXL2003-21)	Creating, Editing and Formatting Charts, Changing the Chart to Display an Image instead of a column	
Excel Charts 3 (EXL2003-22)	Improving Your Charts Including Creating a Secondary Axis	
Excel Lists 1 (EXL2003-23)	Introduction to Lists (database Features in Excel), Creating a List, List data entry techniques, Formatting a List, Sorting a List	
Excel Lists 2 (EXL2003-24)	More on Lists - Applying and using an AutoFilter, Applying automatic Subtotals	
Excel Lists 3 (EXL2003-25)	Working with an Advanced Filter; Setting up, Testing, Editing an Advanced Filter	
Excel File Management and Custom Views (EXL2003-26)	Working with Multiple Workbooks; Creating and Using Custom Views in Excel Including Different Print, Filter and Design Settings	
Excel Naming Cells and Ranges (EXL2003-27)	Introduction to Cells and Range Naming, Creating, Using, Editing and Deleting Range Names	
Excel Split Windows, Freeze Panes And Zoom (EXL2003-28)	Working with Split Windows, Making Headings Stay in View Using Freeze Panes, Using Zoom	
Excel Styles And Templates (EXL2003-29)	Creating and Using Styles; Saving Files as Templates	
Excel Autofill Extras (EXL2003-30)	Using Autofill to Create Data Patterns for dates, numbers and text	
Excel Paste Special (EXL2003-31)	Paste Special - Using the Extra Paste Options	
Excel Array Formulas (EXL2003-32)	Array Formulas - Creating "Bulk" Formulas for a Range of Cells	
Excel Data Validation (EXL2003-33)	Data Validation - Creating Rules for Data Entry, Creating a drop down list selection for data entry, Creating Customised Error Messages and Data Input Screen Messages	
Excel Auditing Tools (EXL2003-34)	Using the Auditing Tools to Track Formulas and Values; Using the Watch feature	
Excel Data Tables (EXL2003-35)	Creating and Using Data Tables (Formula tables) which are Handy for Referencing Alternate Data Variations for a Formula	
Excel Security and Protecting Data (EXL2003-36)	Protecting Data, Controlling Data Entry and Actions for Specific Cells	
Excel Importing And Exporting Data (EXL2003-37)	Importing and Exporting Data	
Excel Consolidation (EXL2003-38)	Introduction to Linking and Consolidation, Creating a spreadsheet that consolidates data from several sheets or workbooks	
Excel Group and Outlining (EXL2003-39)	Creating and Using Outlining for Columns and Rows (instead of hide and unhide)	
Excel Pivot Tables 1 (EXL2003-40)	Introduction to Creating and Using Pivot Tables	
Excel Pivot Tables 2 (EXL2003-41)	Customising Pivot Tables	

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Excel Macros 1 (EXL2003-42)	Recording and Editing Macros, Assigning Macros to a Button	
Excel Macros 2 (EXL2003-43)	Additional Macro Techniques Including Introduction to the VBA Screen	
Excel Scenario Manager (EXL2003-44)	Using the Scenario Manager, Creating, Editing and Deleting Scenarios, Creating a Scenario Report	
Excel Analytical Tools (EXL2003-45)	Using Goal Seek to find a Value for a Formula, Using Solver to Find a Formula Result Based on Rules and Constraints you Create	
Excel Graphics And Web Features (EXL2003-46)	Inserting and Working with Graphics; Saving Files in Web Format, including some Interactivity	
Excel Navigational Menus (EXL2003-47)	Creating Navigation Aids for Excel Files, Including Creating a Menu Screen and Hyperlinks	
Excel Troubleshooting and Help (EXL2003-48)	Using Help and Troubleshooting Tips and Hints; Working with Excel Options Including Manual Calculation	