



Excel

Legend

- 1 Get started
- 2 Get productive

Select a lesson to open

- 1 Add and edit data
- 2 Resize and merge cells and align data
 - Format numbers in cells
 - Change the look of cells
 - Copy cell formatting
 - Select cell contents
 - Move or copy cell contents
 - Insert or delete rows or columns
 - Resize rows and columns
 - AutoFill time spans
 - Split and combine data
 - Build custom numeric formats
 - Validate cell data
 - Create reusable lists

- 2 Create formulas
 - Name cells and ranges
 - Use Trace to fix formula errors
 - Locate functions
 - Calculations using functions

- 1 Create and format tables
- 2 Sort data in a table
 - Filter data in a table
 - Add a Total row to a table
 - Filter data with slicers

- 2 Hide or unhide columns
 - Freeze top and left panes
 - Move or copy worksheets
 - Apply themes to change the look of a workbook

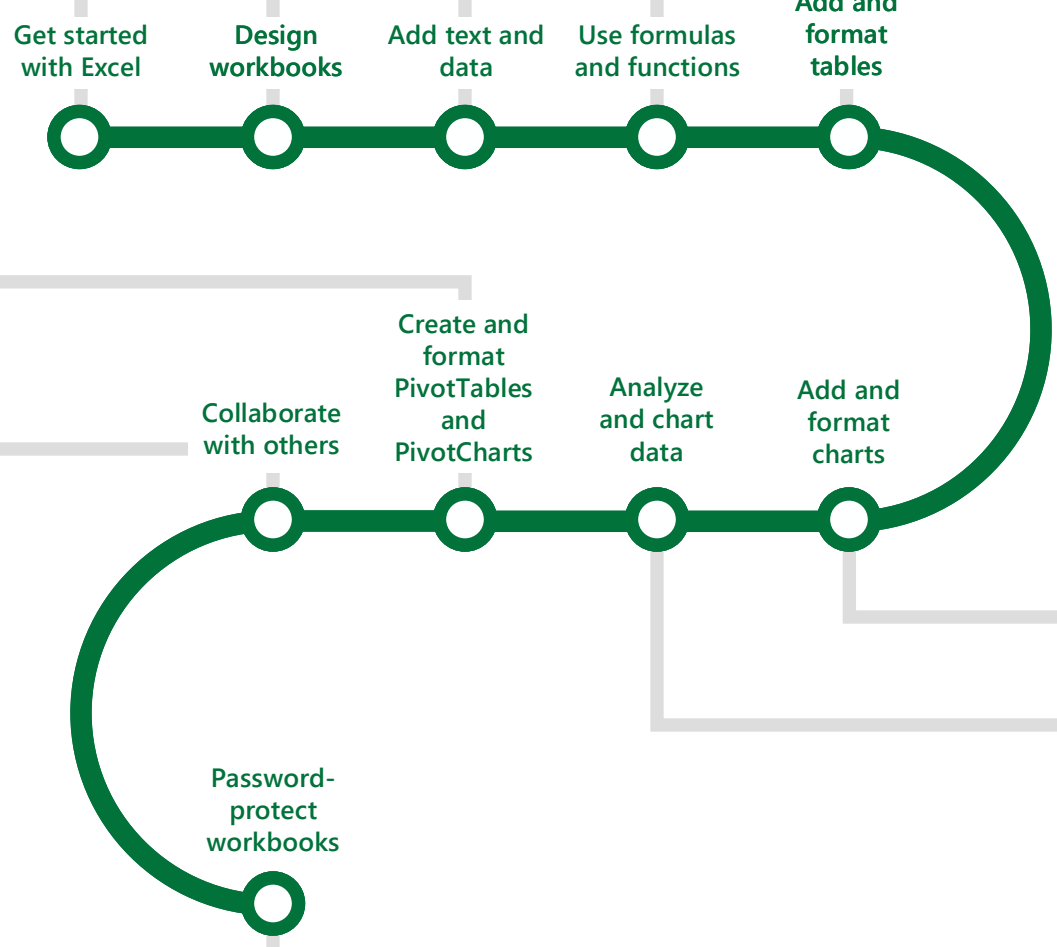
- 1 What is Excel?
 - Create a workbook
 - Add, delete, or rename sheets

- 2 Create PivotTables
 - Work with PivotTables
 - Group data in PivotTables
 - Filter data with Slicers in PivotTables
 - Create PivotCharts

- 1 Share workbooks
- 2 Add and review comments

- 2 Create charts
 - Format charts
 - Add sparkline charts
 - Add trendlines and drop lines

- 1 Quick Analysis of data



- 2 Password-protect workbooks

