

I. Introduction to Microsoft Excel

- Entering and Editing Worksheet Data
- Essential Worksheet Operations
- Working with Cells and Ranges
- Introducing Tables
- Worksheet Formatting
- Understanding Excel's Files
- Printing Your Work

II. Formulas and Functions

- Building Basic Formulas
- Math and Statistical Functions
- Financial Functions
- Manipulating Dates, Times, and Text
- Lookup, Reference, and Information Functions
- Advanced Formula Writing and Troubleshooting

III. PIVOT TABLE S

- Create a PivotTable
- Modify PivotTable Data and Layout
- Compute Subtotals and Grand Totals
- Create a PivotTable Calculated Field
- Hide Rows or Columns in a PivotTable
- Sort a PivotTable

IV. CHARTS

- Create a Chart
- Add Chart Details
- Change the Chart Type
- Add a Trendline
- Add and Remove Chart Data
- Create a Histogram
- Chart Filtered Data
- Create a PivotChart
- Create a Combination Chart

V. Advanced Excel Features

- Customizing the Quick Access Toolbar
- Using Custom Number Formats
- Using Data Validation
- Advanced Filter

VI. Programming Excel

- Automating Tasks with Macros
- The Macro Recorder
- Macro Security
- Creating Practical Macros
- Programming Spreadsheets with VBA
- The Visual Basic Editor
- Understanding Macro Code
- Exploring the VBA Language