

Overview

This course introduces data validation (a useful tool for managing user input), conditional formatting (rule based formatting to highlight data values meeting certain conditions), worksheet and workbook protection and security, charting, document linking and embedding and templates. Multiple worksheets and workbooks are introduced in the context of applying formulas and functions, with a focus on 3D formulas using functions.

Prerequisites

Excel Introduction

Objectives

- ⦿ Conditional formatting
- ⦿ Work with multiple worksheets and workbooks
- ⦿ Use data validation and protection to manage user input to business forms
- ⦿ Document Linking and embedding
- ⦿ Create and edit charts
- ⦿ Templates

Outline

Skills Review

More Formatting

- Conditional Formatting and Compatibility Issues
- Conditions in Formulas

Working with Multiple Worksheets and Workbooks

- Working Across Worksheets and Workbooks
- Working with Multiple Sheet Formulas
- Consolidating Information
- Linking Information between Workbooks
- Addressing across worksheets

Data Validation and Protection

- Data Validation
- Protection, File and Worksheet Security
- Business Forms with Data Validation and Protection

Preparing Templates

- Working with Templates

Spell Checker

Graphics and Drawing Tools

- Stacking Order of Graphic Objects
- Grouping Graphic Objects

Working with Charts

- Creating and Modifying a Chart
- The Chart Tools Tab
- Chart Components
- The Chart Type, Data, Layouts and Styles groups
- Creating a Pie Chart
- Previewing and Printing a Chart

Modifying Chart Options

- Modifying Titles and Labels
- Modifying Axes, Gridlines, and Legends
- Working with Data Tables
- Changing the Data Range
- Working with Data Series
- Deleting a Chart
- Adding Data to an Existing Chart
- Moving and Rescaling Charts

Formatting Charts

- Activating Chart Objects
- Changing Colors, Borders, and Patterns
- Changing Font and Number Formatting
- Formatting Axes and Gridlines
- Formatting Data Series and Chart Area Options
- Creating a Custom Chart Type
- Applying a Custom Chart Type
- Plotting a Series on a Secondary Axis