



Topics Covered

1. Manage Workbook Options and Settings

- 1.1. Create Worksheets and Workbooks
- 1.2. Navigate in Worksheets and Workbooks
- 1.3. Format Worksheets and Workbooks
- 1.4. Customize Options and Views for Worksheets and Workbooks
- 1.5. Configure Worksheets and Workbooks for Distribution

2. Apply Custom Data Formats and Layouts

- 2.1. Apply Custom Data Formats and Validation
- 2.2. Apply Advanced Conditional Formatting and Filtering
- 2.3. Create and Modify Custom Workbook Elements
- 2.4. Prepare a Workbook for Internationalization

3. Create Tables

- 3.1. Create and Manage Tables
- 3.2. Manage Table Styles and Options
- 3.3. Filter and Sort a Table



4. Perform Operations with Formulas and Functions

- 4.1. Summarize Data by using Functions
- 4.2. Perform Conditional Operations by using Functions
- 4.3. Format and Modify Text by using Functions

5. Create Charts and Objects

- 5.1. Create Charts
- 5.2. Format Charts
- 5.3. Insert and Format Objects

6. Manage Workbook Options and Settings

- 6.1. Manage Workbooks
- 6.2. Manage Workbook Review Restrict editing

7. Apply Custom Data Formats and Layouts

- 7.1. Apply Custom Data Formats and Validation
- 7.2. Apply Advanced Conditional Formatting and Filtering
- 7.3. Create and Modify Custom Workbook Elements
- 7.4. Prepare a Workbook for Internationalization



8. Create Advanced Formulas

- 8.1. Apply Functions in Formulas
- 8.2. Look up data by using Functions
- 8.3. Apply Advanced Date and Time Functions
- 8.4. Perform Data Analysis and Business Intelligence
- 8.5. Troubleshoot Formulas
- 8.6. Define Named Ranges and Objects

9. Create Advanced Charts and Tables

- 9.1. Create Advanced Charts
- 9.2. Create and Manage PivotTables
- 9.3. Create and Manage Pivot Charts