Content For Instructor-Led Online 3 Hour Excel Courses

**Basic**
- The Interface
- Keyboard Navigation
- MOUSE Selection Techniques
- Basic Data Entry
- Saving Your Work
- Performing Calculations
- Using Functions
- Copy a Formula
- Insert or Delete rows columns
- Adjust column width
- Adjust row height
- Text format
- Align Cell Contents
- Number Format
- Styles and Themes
- Basic Conditional Formatting
- Templates
- Printing
- Charting

**Intermediate**
- Working with Multiple Worksheets and Workbooks
- Using Links and External References
- Grouping
- 3-D References
- Range Names
- Functions and Formulas
- Logical
- Date and Time
- Lookups
- Data Management
- Sorting
- Filtering
- Subtotals
- Sparklines

**Advanced**
- Building up a basic formula
- Nested Ifs
- Handling the look of complex formulas
- Troubleshooting Formulas
- Capturing Errors
- Calculation Options
- Trace Cells
- Evaluate Formulas
- Tables
- Applying Data Validation
- Pivot Tables and Charts
- Macros
- Recording, Playback, Editing