## 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 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 w/ Multiple Worksheets
- Working w/ Multiple Workbooks
- 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 Complex Formulas
Troubleshooting Formulas
  Capturing Errors
  Calculation Options
  Trace Cells
  Evaluate Formulas
Tables
Applying Data Validation
Pivot Tables And Charts
Macros
Recording, Playback, Editing

Mastering Pivot Tables
(For both beginners and advanced users)
The Basics:
  Terminology
  Creating tables
  Updating tables
Filtering, Sorting and Grouping
Calculated Fields
Formatting
Slicers
Using Multiple Tables
Pivot Charts
Explore Other Useful Pivot Table Concepts