

Excel 2007 Level 3

Working with Tables

- Using Tables
- Creating a Table from Existing Data
- Changing the Table Name
- Changing the Table Style
- Changing Table Style Options
- Creating a Total Row
- Adding Table Rows and Columns
- Inserting/Deleting Table Rows/Columns
- Creating a Calculated Column
- Selecting Parts of a Table
- Moving a Table
- Sorting Data by Multiple Levels
- Using Text Filters
- Using Number Filters
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation
- Working with Tables

Working with Advanced Filters

- Creating a Criteria Range
- Using a Criteria Range
- Showing All Records
- Using Comparison Criteria
- Using an Advanced And Condition
- Using an Advanced Or Condition
- Copying Filtered Records
- Using Database Functions
- Finding Unique Records
- Removing Duplicates from a Table
- Working with Advanced Filters

Exporting and Importing Data

- Exporting Data to Other Applications
- Importing Data from Access
- Importing Data from Text Files
- Changing External Data Range Properties
- Importing Data from Other Applications
- Removing the Query Definition
- Importing Dynamic Data from the Web
- Copying a Table from a Web Page
- Exporting and Importing Data

Working with Outlines

- Applying an Outline
- Collapsing/Expanding an Outline
- Modifying Outline Settings
- Using Auto Outline
- Clearing an Outline
- Creating Subtotals in a List
- Removing Subtotals from a List
- Working with Outlines

Using Advanced Charting Features

- Adding and Removing Gridlines
- Formatting Gridlines
- Formatting an Axis
- Changing the Axis Scaling
- Formatting the Data Series
- Adding Data from Different Worksheets
- Using a Secondary Axis
- Changing Data Series Chart Types
- Adding a Trendline
- Creating a Chart Template
- Applying a Chart Template
- Using Advanced Charting Features

Using Conditional and Custom Formats

- Applying Conditional Formats
- Changing a Conditional Format
- Adding a Conditional Format
- Creating a Custom Conditional Format
- Using Data Bars
- Deleting a Conditional Format
- Creating a Custom Number Format
- Using Conditional and Custom Formats

Using Templates

- Working with Templates
- Saving a Workbook as a Template
- Using a Template
- Editing a Template
- Inserting a New Worksheet
- Deleting a Template
- Creating Default Templates
- Finding Online Templates
- Using Templates

Using Paste Special

- Working with Paste Special
- Copying Values between Worksheets
- Copying Formulas between Worksheets
- Performing Mathematical Operations
- Using Paste Special

Customizing Excel Preferences

- Setting Edit Options
- Setting Display Options
- Setting Manual Calculation
- Resetting Automatic Calculation
- Setting Popular Options
- Customizing Excel Preferences

Using Worksheet Protection

- Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Unprotecting a Worksheet
- Creating Allow-Editing Ranges
- Deleting Allow-Editing Ranges
- Protecting Workbook Windows
- Unprotecting Workbook Windows
- Assigning a Password
- Opening a Password-protected File
- Removing a Password
- Using Worksheet Protection

Using Multiple Workbooks

- Opening Multiple Workbook Windows
- Cascading Open Workbook Windows
- Activating Cascaded Workbook Windows
- Tiling Open Workbook Windows
- Activating Tiled Workbook Windows
- Comparing Workbooks Side by Side
- Copying Data between Workbooks
- Saving a Workspace
- Closing All Open Workbooks
- Opening a Workspace
- Linking Workbooks
- Opening Linked Workbooks
- Using Multiple Workbooks

Sharing Workbooks

- Using Shared Workbooks
- Saving a Shared Workbook
- Viewing Users Sharing a Workbook
- Viewing Shared Workbook Changes
- Changing the Update Frequency
- Highlighting Changes
- Managing Conflicting Changes
- Resolving Conflicting Changes
- Setting Change History Options
- Adding a History Worksheet
- Reviewing Tracked Changes
- Merging Shared Workbook Files
- Sharing Workbooks