

ADVANCED MICROSOFT EXCEL CHECKLIST – For May 22 class Registrants!

Please submit with course registration before May 8, 2008

Below is a list of topics that could be covered in the Advanced Excel class on May 22. Please assess the topics and determine those most useful to you. In the blank column on the left, write a “1” next to to topic that is your highest priority, a “2” next to the topic that is your second-highest priority, and so on. As you go along, add the times corresponding to your selected topics and stop once the total reaches six hours (the time allotted for this class). Please remember that we have limited time, so choose carefully. Based on the responses from the registrants, we will generate a list of the most desired topics and cover as many of them in the course as possible. If you wish to learn about a topic not listed below, simply add it to the list.

Name _____ Facility _____

Tel # _____ Email: _____

T	Topic	Description	Time
	Using Large Worksheets	Techniques for breaking large spreadsheets into manageable pieces. Use of the Freeze Panes command to preserve top and left margins.	20 min
	Working with Multiple Worksheets	Defining and naming pages in a workbook. Linking between worksheets. Inserting new worksheets in a workbook.	20 min
	Managing Worksheets	Adding, deleting, renaming and moving worksheets within a workbook.	20 min
	Using other Functions	Using some of the basic Excel functions (EXP, IF, LOG, LN, PI, POWER, RAND, RANDBETWEEN, ROUND, SUM).	30-60 min
	Working with Comments	Adding, editing, copying and deleting comments.	20 min
	Getting Help	Using the built-in help functions.	20 min
	Working with Labels in Formulas	Converting labels to values and using range names in formulas.	30 min
	Creating Charts	Using the Chart Wizard. Choosing the right chart type. Defining data series.	30 min
	Formatting Charts	Adding titles, legends and formatting the axes. Controlling gridlines, backgrounds, chart borders. Formatting data points and lines.	30 min
	Using Range Names	Defining and naming a range. Using a range in a calculation. Using range-based lookup functions. Creating dynamic range names.	30 min
	Using Advanced Functions	Using more advanced Excel functions (statistical, lookup, Information & user defined).	30-60 min
	Using Conditional and Custom Formats	Using conditional formatting to highlight results. Creating custom formats for special data.	20 min
	Using Paste Special	Pasting values formats, etc. Transposing a range. Using math functions in Paste Special.	20 min
	Using Worksheet Protection	Locking cells, protecting worksheets, passwords.	20 min
	Using Macros	What is a Macro, Visual Basic for Applications (VBA)?	30 min
	Recording Macros	Using the Macro recorder to record keystrokes and mouse clicks. Playing back the macro.	20 min
	Editing Macros	Examining and understanding the VA code. Editing the code to change the macro.	30 min
	Using Custom Toolbars & Menus	Adding/deleting buttons from toolbars. Creating new toolbars.	20 min
	Creating Macro Button	Assigning a toolbar button to a macro.	20 min
	Working with Databases	A basic understanding of the database functions available in Excel.	30 min
	Managing Data	Building a worksheet to enter/edit data in the most usable form.	20 min
	Working with Data Series	Manipulating data series with Excel's built-in functions.	30-60 min
	Solving Problems	Using the advanced analytical tools to help analyze data.	30-60 min