

Lesson 1: Working with Templates

- Topic 1A: Create a Workbook from an Excel Template
- Topic 1B: Create a Template
- Topic 1C: Create a Graphic
- Topic 1D: Create a Workbook from a User-Defined Template

Lesson 2: Sorting and Filtering Data

- Topic 2A: Sort Data
- Topic 2B: Add Subtotals to a Worksheet
- Topic 2C: Filter Lists
- Topic 2D: Create and Apply Custom Filters

Lesson 3: Importing and Exporting Data

- Topic 3A: Import Data from the Web
- Topic 3B: Import Data from an External Source
- Topic 3C: Export Data
- Topic 3D: Save a Worksheet as a Web Page
- Topic 3E: Publish a Worksheet to the Web

Lesson 4: Working with Advanced Formulas

- Topic 4A: Share Data Among Worksheets
- Topic 4B: Create a Name for a Range of Cells
- Topic 4C: Use Functions to Create Advanced Formulas
- Topic 4D: Trace Cell Precedents
- Topic 4E: Trace Cell Dependents
- Topic 4F: Locate Errors in Formulas

Lesson 5: Analyzing Data

- Topic 5A: Create a PivotTable Report
- Topic 5B: Create a PivotChart Report
- Topic 5C: Create Scenarios
- Topic 5D: Use Solver
- Topic 5E: Use Goal Seek

Lesson 6: Collaborating

- Topic 6A: Insert and Edit a Hyperlink
- Topic 6B: Add and Edit Comments in a Worksheet
- Topic 6C: Create Discussion Comments
- Topic 6D: Respond to Discussion Comments