

Lesson 1: Customizing Your Workbook

- Topic 1A: Applying Conditional Formatting
- Topic 1B: Adding Data Validation Criteria
- Topic 1C: Customizing Menus
- Topic 1D: Customizing Toolbars
- Topic 1E: Creating a Macro
- Topic 1F: Editing a Macro
- Topic 1G: Grouping and Outlining Structured Data

Lesson 2: Working with Multiple Data Sources

- Topic 2A: Creating a Workspace
- Topic 2B: Consolidating Data
- Topic 2C: Linking Cells in Different Workbooks
- Topic 2D: Editing Links
- Topic 2E: Exporting Excel Data as XML
- Topic 2F: Importing XML Data in Excel
- Topic 2G: Create a Web Query

Lesson 3: Collaborating with Others Using Workbooks

- Topic 3A: Protecting Your Worksheets
- Topic 3B: Protecting Your Workbook
- Topic 3C: Sharing Your Workbook
- Topic 3D: Setting Revision Tracking
- Topic 3E: Merging Workbooks
- Topic 3F: Tracking Changes

Lesson 4: Enhancing Your Worksheet Using Charts

- Topic 4A: Charting Non-adjacent Data
- Topic 4B: Modifying Chart Items
- Topic 4C: Creating a Trend Line

Lesson 5: Using Graphic Objects to Enhance Your Worksheet

- Topic 5A: Creating Graphic Objects
- Topic 5B: Resizing, Moving, and Copying Graphic Objects
- Topic 5C: Changing the Order of Graphic Objects
- Topic 5D: Grouping Graphic Objects
- Topic 5E: Formatting Graphic Objects
- Topic 5F: Inserting Clip Art
- Topic 5G: Modifying Clip Art