

MS Office Excel Roadmap

Course	Module	Audio/Read	Overview	Lesson Length	Module Completion Date	Supervisor Initials
1. A Great Place to Start	A. Create your first workbook	Audio	How to create a workbook, enter and edit text and numbers, and add rows or columns.	30-40 min.		
	B. Enter Formulas	Audio/Read	How to enter simple formulas into worksheets, and how to make formulas update their results automatically.	40-50 min.		
	C. Secure and protect data in Excel.	Audio	How passwords, encryption, security level settings, and digital signatures can help make you safer.	30-40 min.		
	D. Great Excel Features	Audio	How to keep column titles or row titles in view while you scroll, how to add numbers just by selecting them, how to make the formatting change automatically, and more.	40-50 min.		
2. Get it on Paper	A. Printing Options in Excel	Audio/Read	How print preview helps with everything, how to fit your data onto a page, how to make row and column titles appear on every page, and how to use headers and footers.	30-40 min.		
3. Make a List, Make it Available	A. How to Use Lists	Audio/Read	How to use the List command in Excel 2003 to sort, filter, and total data.	15-20 min.		
	B. All about AutoFilter	Audio/Read	How to see only the text or numbers you want, and how to create filters for your particular needs.	20-30 min.		

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4. It's All About Formulas	A. Financial Formulas	Audio	How to use formulas to figure out payments, savings, and other financial numbers.	40-50 min.		
	B. Edit, correct, and Proofread Formulas	Audio/Read	How to save time by using formulas instead of retyping to work with text in Excel.	40-50 min.		
	C. Statistical Functions	Audio/Read	How to use statistical formulas, from the basics to making smart choices.	40-50 min.		
	D. Time Formulas	Audio/Read	How many hours did you work this week? What's the total if you deduct your lunchtimes?	20-30 min.		
	E. Date Formulas	Audio/Read	How to find the number of days between dates, or the date after a number of workdays, or the date after a number of days, months, or years	30-40 min.		
	F. Find Functions and Enter Arguments	Audio/Read	How to find and use a formula by telling Excel what you want to do.	20-30 min.		
5. A Picture is Worth a Thousand Numbers	A. Create a Chart	Audio/Read	How to use the Chart Wizard and what names chart parts have.	20-30 min.		
	B. Choose the Right Chart Type	Audio/Read	How to pick a chart type that packs a punch for your point. How to combine charts, when two go better together.	20-30 min.		
	C. Create a Professional Looking Chart	Audio/Read	How to add visual interest to charts and make them more meaningful, using simple built-in formatting effects.	30-40 min.		

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	D. Charts for the Scientist (& Business Person)	Audio/Read	How to give your chart the look that a scientific audience expects, with trendlines, error bars, Greek letters, and symbols.	40-45 min.		
6. Make the Data Dance: PivotTable Reports	A. What's so Great about PivotTables Reports?	Audio/Read	How PivotTable reports organize, summarize, and analyze your data to reveal its meanings. How to create a PivotTable report yourself — fast!	20-30 min.		
	B. Swing into Action with PivotTable Reports	Audio/Read	How to organize data, how to plan your report, how to change your report, and how to run numbers inside the report.	30-40 min.		
	C. Show Off Your PivotTable Skills	Audio/Read	Power tools: how to use more than one field in the same drop area, how to group data for quarterly summary instead of daily summary, how to use summary functions other than SUM, and how to use custom calculations and calculated fields.	40-50 min.		
7. Import Data	A. Import External Data into Excel	Audio/Read	How to use a wizard to import data from a database, and how to update that data by using the connection you've made.	15-20 min.		
	B. Filter External Date before Importing to Excel	Audio/Read	How the Query Wizard helps you to filter and sort database data before you import it into Excel.	20-30 min.		
	C. Import Text Files to Excel	Audio/Read	How simple it is to import text into Excel.	15-30 min.		

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8. XML the Language, or XXL the Extralarge Worksheet	A. Using XML	Audio/Read	How to create an XML list, how to create an XML map, how to import and export XML data to and from mapped worksheet cells, and how to use the XML Source task pane.	45-55 min.		
	B. Working with Really Big Worksheets	Audio	How to name cells so you can quickly return to those worksheet regions, how to group worksheets so you can enter common data in multiple worksheets simultaneously, how to print multiple worksheets at the same time, and more.	30-40 min.		
9. Macro Hard? Not a Bit	A. Get in the Loop with Excel Macros	Audio/Read	How to add a macro to a workbook, how to customize a macro, and to use a loop macro on a range of data.	30-50 min.		