



Training Solutions, Inc.

## Microsoft Excel XP Advanced Course Outline

### Section 1 - Multiple Worksheets

- What's New in 2002
- New Workbook Settings
- Multiple Worksheets
- Group Mode
- Renaming Sheet Tabs
- Managing Worksheets
- Copying Data from One Sheet  
to Another
- Copying a Sheet

### Section 2 - Summarizing Data

- Data Consolidation
- 3D Formulas
- Tab Split Bar
- Lookup Formulas
- Linking Formulas
- Workspace Option
- Create Templates
- Protecting Workbooks

### Section 3 - PivotTables and PivotCharts

- List Requirements
- PivotTable Layout and  
Terminology
- Pivot Table Toolbar
- Using the PivotTable Wizard
- Rearranging the Pivot Table
- Show Pages Command
- Refresh the PivotTable
- Create a PivotChart

### Section 4 - Macros

- Visual Basic Toolbar
- Record a Formatting Macro
- Run a Macro
- Visual Basic Editor
- Assigning Macros
  - Shortcut Keystrokes
  - Command Buttons
  - Custom Menu Buttons

### Section 5 - Working Together

- Copying into Word
- Linking a Worksheet Object
- Updating a Link
- Edit Links Command
- Embedding a Worksheet Object
- Importing to Access
- Create a Data Table