

BASIC	INTERMEDIATE	ADVANCED
Format fonts, numbers, dates, borders	Function Formulas	Database List functions
Add, Duplicate, Color, Delete Worksheets	Date and time functions	Conditional formatting list & filtering
Saving and Opening a Workbook	LOOKUP functions	Converting database lists to tables
Freeze Panes, Columns, Rows	Text Functions & Statistics	Text Functions that change and Extract
Insert, Copy, Hide, Resize Columns & Rows	Logical averages	Sorting the Database List & Records
Cell orientation - wrapping, merging	Goal seeking tool for cell values	Analyzing Worksheet & Database List Data
Managing Worksheets	Scenario Manager & Quick Analysis Tool	Advanced Filtering Database List & Records
Searching and Sorting data	Create data table	Working with External Data
Apply formatting Styles	Moving averages & Trend Forecasting	COUNT, COUNTIF, SUMIF, SUMIFS
Printing worksheets, page margins, scaling	Variance Calculations VAR	Pivot Table & Pivot Table Charts
Customize conditional formatting rules	Conversion & Statistical Calculation Tools	Creating and customizing Pivot Tables
Basic Functions (SUM, COUNT, AVERAGE, etc)	Text to Column	Power Pivot Reports
Keyboard Shortcuts	Named Ranges	Filtering, Formatting and Saving Pivot Tables