

# Excel Cafeteria Style Classes

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## ***Excel Rookie modules***

Prerequisites: Ability to open, edit and save and navigate within Excel workbooks.

<b>Topic</b>	<b>Description</b>
<b>Formulas and Functions - Intro</b>	Summarize data quickly using Excel functions Includes using Date formulas Time-saving Auto fill methods
<b>Functions for payments and savings</b>	Figure monthly loan payments, loan amounts, terms and down payments. <i>Example: You would like to buy a \$19,000 car at a 2.9% interest rate over three years. You want to keep the monthly payments at \$350 a month, so you need to figure out your down payment</i>
<b>Conditional Formatting</b>	Use formulas to format cells that meet your specific criteria. <i>Example: Highlight upcoming expiration dates.</i>
<b>Format cells, columns, rows, sheets</b>	Format numbers, zip codes, telephone numbers, etc. Add borders, shading, text color and alignment Insert, delete, hide and move cells, columns, rows and sheets View multiple sheets in a workbook
<b>Manage your data lists</b>	Sort your data by multiple columns Filter your list to display only rows with specific criteria Easily provide subtotals
<b>Simplify Data Entry</b>	Create drop-down lists and display forms for simplifying and regulating data entry
<b>Printing a sheet or workbook</b>	Add headers and footers ( <i>page numbers, for example</i> ) Print row and column headers on every page Insert a Draft or Confidential watermark Use page breaks and scale your data to fit
<b>Security</b>	Lock and unlock specific cells or areas of a sheet Hide formulas Password protect the sheet or workbook
<b>Logical Functions - Intro</b>	Count or sum data that meets your specific criteria. <i>Example: Use formulas to quickly examine which salespeople met multiple goals and determine compensation.</i>

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## Excel Veteran Modules

Prerequisites: The following modules are for experienced users of Excel who wish to enhance their skills.

Topic	Description
<b>Formulas and Functions – Named ranges</b>	Create named ranges for use in formulas <i>Example: = Sum(Northeast,Southeast)</i> Edit, filter and delete named ranges Audit your range names
<b>Functions – Calculate data across worksheets</b>	Calculate and link data across multiple sheets to create a quick Summary sheet.
<b>Charts</b>	Learn about charts that are available in Excel Arrange your data in order to create the desired visual Modify chart elements Add and format axis titles Reuse a chart by creating a chart template
<b>Pivot Tables</b>	Pivot Tables are used to summarize and analyze data quickly and are interactive (Ex: Give me sales totals of a particular customer, by product, by quarter) Rules for organizing your data Create and manage your pivot table <i>Example on <a href="http://www.alittleclass.net/excel---cafeteria-style.html">http://www.alittleclass.net/excel---cafeteria-style.html</a></i>
<b>Functions - Lookup values on another worksheet</b>	VLOOKUP table <i>Example: In my orders sheet,return the price of this item from the pricecolumn of the Item sheet</i> HLOOKUP table VLOOKUP and HLOOKUP combo <i>Example: Lookup the part number listed in my Parts table by Year <b>and</b> Model.</i>
<b>Functions to manage text</b>	Combine first and last names into one cell <i>Example: An employee list imported from another source may require some manipulation</i> Create a new column with part of the data in another column Change the text case of an entire column Use an IF statement to test for conditions <i>Example: Quickly determine which employees have over 10 years of service</i>
<b>Logical Functions - Advanced</b>	Nested IF statements and array formulas. Use multiple criteria to sum or count cells that meet criteria based on other cells. <i>Example: Equate a student's score to a grade A,B, C, etc. Or total only the vehicle types that are Trucks and have a color of Black.</i>