Excel 2013, Part 7: Workbooks and Security

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Prerequisites: This course assumes some familiarity with Microsoft Excel. This course is part of 7 courses; Excel 2013: Introduction; Excel 2013: Formatting; Excel 2013: Printing and Formulas; Excel 2013: Formatting, Tables and Functions; Excel 2013: Functions; Excel 2013: Charts and Pivot Tables and Excel 2013: Workbooks and Security. Please be sure to view the courses in order if you are new to the material.

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Course description: In this seven part learning series you'll see to use Microsoft Excel 2013 to organize, visualize and calculate your data. Get to know the Excel 2013 window and terminology, and create, edit, and manage cells, worksheets, and workbooks. Apply styles and themes to worksheets and adjust cell formatting with various fonts, colors, and borders. Work with formulas and functions to analyze data then present that data in a Pivot Table or visually with charts and graphs.

Course outline:

Workbooks
- Introduction
- Linking Workbooks
- Change Source Structure
- Consolidate Workbooks
- Consolidation Cont.
- Summary

Scenarios
- Introduction
- What-If Analysis
- Using Scenarios
- Merge Scenarios
- Scenario Reports
- Summary

Security
- Introduction
- Data Tables
- Alter Data Table
- Workbook Password
- Encryption
- Lock and Unlock Cells
- Summary

Comments
- Introduction
- Working with Comments
- Track Changes
- History Sheet
- Customizing Excel
- Summary

Macros & the Ribbon
- Introduction
- Ribbon Tabs
- Ribbon Customization
- Quick-Access Toolbar
- Create Macro
- Run Macro
- Summary