

A detailed outline of the standard Excel Academy workshop contents is shown below.

Excel 101	Contents
<b>Introduction</b>	Parts of the Excel Screen, MOUSE Personalities, Entering & Editing Data
<b>High-Five Efficiency Formula Part 1: FingerTips</b>	Keyboard Shortcuts: Navigation, Selection, Alt, Inserting and Editing Data, Windows
<b>High-Five Efficiency Formula Part 2: Formulas</b>	Order of Operations, Absolute and Relative References
<b>High-Five Efficiency Formula Part 3: Functions</b>	SUM, MAX, MIN, AVERAGE, COUNT, COUNTBLANK, COUNTA, TODAY, NOW, Function Library, Insert Function
<b>High-Five Efficiency Formula Part 4: Familiarity</b>	Name Manager, Move Sheets, Copy Sheets, Group Sheets
<b>High-Five Efficiency Formula Part 5: Formatting</b>	Cell Styles, Alignment, Number Formats, Cell Protection, Printing, a Basic Chart

Excel 202	Contents
<b>Data Intelligence Integrator Part 1: Table</b>	Converting data to Table, Advantages of Tables
<b>Data Intelligence Integrator Part 2: Tidy</b>	Sort & Filter, CONCATENATE, PROPER / UPPER / LOWER, TRIM, LEFT / MID / RIGHT, Text to Columns, DATE, IF
<b>Data Intelligence Integrator Part 3: Track Down</b>	Find and Replace, Go To, Data Validation, VLOOKUP, Index Match
<b>Data Intelligence Integrator Part 3: Trends</b>	Conditional Formatting: Data Bars, Colour Scales, Icon Sets
<b>Data Intelligence Integrator Part 3: Tailored Pivots</b>	Pivot Tables, Pivot Charts, Building a Dashboard

Excel 303	Contents
<b>Introduction</b>	Macro Security, Developer Tab
<b>The Macro Genius Method Part 1: Record</b>	Macro Recorder, Personal Macro Workbook, VBA Environment
<b>The Macro Genius Method Part 1: Run</b>	Assign Shortcut, Step Through
<b>The Macro Genius Method Part 1: Referencing</b>	Named Ranges in VBA, Relative & Absolute References
<b>The Macro Genius Method Part 1: Repeat</b>	For-Next Loop, Do-Loop
<b>The Macro Genius Method Part 1: Refine</b>	Input Box, Message Box