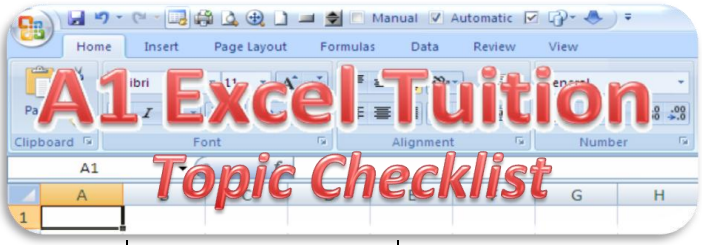
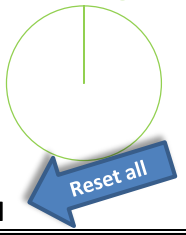


Overall Progress:



Topic	Area	Skill	Level
Data tables & charts	*Copying and pasting data*	Shortcuts	*Select one...*
Topic progress: 0%		Paste Special	*Select one...*
		Text to Columns	*Select one...*
	Graphs and charts	Generate a basic chart	*Select one...*
		Editing text and axes	*Select one...*
	Sorting data	Using Data Sort	*Select one...*
		Using a Filter	*Select one...*
Formatting and editing	*Data formats*	Changing data formats	*Select one...*
Topic progress: 0%		Dealing with percentages	*Select one...*
		Custom formats	*Select one...*
		Changing formats with a function	*Select one...*
	Cell and sheet formats	Font and background colours	*Select one...*
		Borders	*Select one...*
		Text alignment	*Select one...*
		Move/copy and format sheets	*Select one...*
	Cell modifications	Changing row and column widths	*Select one...*
		Merging cells	*Select one...*
		Text wrapping, shrink to fit	*Select one...*
		Hiding rows or columns	*Select one...*
	Conditional formatting	Basic conditional formatting	*Select one...*
		Built-in icons and colour schemes	*Select one...*
		Conditional formatting using formulas	*Select one...*
Formulas and referencing	*Cell and range references*	The basics of a cell reference	*Select one...*
Topic progress: 0%		Absolute and relative references	*Select one...*
		Referencing other sheets or workbooks	*Select one...*
	Writing Formulas	Basic function syntax	*Select one...*
		Common calculations	*Select one...*
		Date & time functions	*Select one...*
		Logic functions	*Select one...*
		Lookup functions	*Select one...*
		Text functions	*Select one...*
		Statistical functions	*Select one...*
		Mathematical functions	*Select one...*
	Data validation	Limiting input values to certain numbers	*Select one...*
		Limiting using a drop-down menu	*Select one...*
		Using INDIRECT for varying length lists	*Select one...*
Dealing with errors	*Errors in Formulas*	Interpreting error codes	*Select one...*
Topic progress: 0%		Factoring errors into formulas	*Select one...*
	Protection	Locking cells	*Select one...*
		Protecting sheets or workbooks	*Select one...*
Advanced techniques	*Using objects*	Adding/editing pictures	*Select one...*
Topic progress: 0%		Working with spinners	*Select one...*
	Working with macros	Recording macros and using buttons	*Select one...*
		Editing macros in VBA	*Select one...*