

## **SPECIAL FORMATTING**

- Conditional Formatting
  - Using formulas to turn row yellow
  - Alternating rows gray
  - Isblank / not(isblank)
- Data Validation
  - Custom Stop messages
  - Input Messages
  - Using a List
  - Invalid Data

## **OTHER FUNCTIONS**

- Ctrl + ;
- =TODAY / =NOW
- =CONCATENATE
- =sum( xxxx,xxxx,xxxx)
- =AVERAGEIF =AVERAGEIFS
- =COUNTIF = COUNTIFS
- Array formulas
- YTD formulas

## **PRINTING**

- Print Area

## **DATA COMMANDS**

- Review Sort /Filter
- Review Subtotal
- Custom Views
- =Subtotal Function
  - Subtotal instead of sum

## **PIVOT TABLES**

- The Parts Of A Pivot Table
- Creating / Placement of
- Deleting Or Adding A Field
- Ordering the fields
- Show / Hide Items
- Show Detail
- Add a Report Filter
  - Show Report Filter Pages
- Changing Summary Function
- Refreshing The Data
- Options Tab / Design Tab
  - Pivot Chart
  - Subtotals
- Format Data As a Table
- Creating Pivot tables from existing Tables
- Create Multiple Pivot Tables
- Update All
- Grouping
- Calculated Field
- Slicers

## **CHARTING (extra stuff)**

- Adding more data
- High low / Drop lines / Up-Down Lines / Series
- Trendlines

## **AUDITING**

- Trace Precedents/Dependents
- Trace Errors / Error Checking

## **IMPORTING**

- Import From A Text File

## **PDF**

- Installing PDF Add-in
- Save As
- Options

## **MORE FUNCTIONS**

- =MID =RIGHT =LEFT =FIND =LEN
- Changing first Name with Last Name

## **WORKBOOK STUFF**

- Creating A Custom List
- Linking Workbooks
  - Managing Links
- Hide A Worksheet
- Tracking Changes
- Connecting to a database
- Goal Seek
- Scenarios

## **TEMPLATES**

- Using A Template
- Creating A New Template

## **INSERT SHAPES / SMARTART**

- Shapes
- Text box
- WordArt
- SmartArt
- Screen Shot

## **EXCEL OPTIONS**

- Set The Default Disk Location
- Misc Options

## **MACROS**

- Creating / Editing
- Running
- Creating A Tool On The Quick Access Toolbar
- Create a button on sheet
- Borrow VBA Code from Internet

## **OTHER TOPICS (IF TIME)**

- Transpose
- Hyperlinks
- Customize status bar
- Consolidate
- UDF's