

REVIEW OF LEVEL II

- Adding & Deleting Sheets
- Moving & Copying Sheets
- Rename Sheet Tabs
- Linking Sheets Together
- Adding Data To Multiple Sheets

LINKING WORKBOOKS

- Open Multiple Workbooks At Once
- Moving Around Multiple Workbooks
- Creating A Formula To Link
- Closing All Files At Once
- Saving, Closing And Opening The Files As My Workspace
- Managing Links

PRINTING

- Formulas
- Row & Column Headings
- Gridlines

DATA COMMANDS

- Review Data / Sort
- Review Data Query
- Review Data / Form
- Review Subtotal
- Subtotal Function
- Grouping
- Custom Views

RANGE NAMES

- Defining
- Navigating To
- Using In A Function
- Creating A Table For
- Applying & Deleting
- Absolute
- Dynamic Ranges

PIVOT TABLES

- The Parts Of A Pivot Table
- Creating / Placement of
- Deleting Or Adding A Field
- Add Page Break
- Changing Summary Function
- Refreshing The Data
- Use Dynamic Ranges
- Create Multiple Pivot Tables
- Update All
- Show / Hide Items
- Show Detail

AUDITING

- Auditing Toolbar
- Trace Precedents/Dependents
- Trace Errors

- Conditional Formatting
 - Comparing ranges
 - Finding Duplicates
 - Shade Alternate Rows
- Data Validation
- Invalid Data

IMPORTING

- Import From A Text File
- Import From Other Applications
- Import A Table From An HTML File
- Export To Other Applications
- Save Data On The Web
- Text To Columns
- =MID =RIGHT =LEFT
- Extracting the first / last word in a string

WORKBOOK STUFF

- Comments
- Workbook Protection
- Prevent users from accessing cells
- Password Protecting Files
- Hide Cells
- Hide A Worksheet
- Creating A Custom List
- Creating A Custom Format including color
- Creating / Merging A Shared Workbook
- Workbook Properties
- Tracking Changes

CHANGING THE TOOLBAR

- Creating A New One
- Editing An Existing
- Deleting A Button From One
- Deleting A Toolbar
- Add views to Toolbar

TEMPLATES

- Using A Template
- Creating A New Template
- Editing A Template
- Templates on the Internet

OTHER DATA ANALYSIS TOOLS

- Scenarios
- Query Database
- Goal Seeker

MACROS

- Creating / Editing
- Running
- Assigning A Button
- Creating A Tool On The Toolbar
- Create a button on sheet
- Edit in Visual Basic
- Create a message box