

## **SPECIAL FORMATTING**

- Conditional Formatting
  - Using formulas to turn row yellow
  - Alternating rows gray
  - Isblank / not(isblank)

## **OTHER FUNCTIONS**

- =CONCATENATE
- =sum( xxxx,xxxx,xxxx)
- =AVERAGEIF =AVERAGEIFS
- =COUNTIF = COUNTIFS
- =Countblank
- Eliminate Zero Values
- Array formulas
- =MID =RIGHT =LEFT =FIND =LEN
- Changing first Name with Last Name

## **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
- Create Multiple Pivot Tables
- Refresh All
- Grouping
  - Group by Telling
- Calculated Field
- Slicers

## **AUDITING**

- Trace Precedents/Dependents
- Trace Errors

## **IMPORTING**

- Import From A Text File

## **WORKBOOK STUFF**

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

## **TEMPLATES**

- Using A Template
- Creating A New Template

## **SMARTART**

- WordArt
- SmartArt
- Screen Shot

## **PICTURES**

- Format Tab

## **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
  - Add a shape to run Macro
- Borrow VBA Code from Internet
- Save as a macro enabled workbook

## **PREPARE**

- Inspect Workbook
- Compatibility Checker
- Mark As Final

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

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