

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
- Multiple tables in your data analysis
- Pivot Table Timeline
- Drill down / Drill up

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 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