

SUMMARIZING DATA

- Advanced Subtotals
- Formatting the Subtotal Rows
- Adding and Copying with Subtotals
- Consolidating Data
- Introducing the SUMIF Command
- Working with the SUMIF Command
- Looking at AutoSum Tricks
- Utilizing Fill Handle Tricks

WORKING WITH PIVOT TABLES

- Creating a Pivot Table
- Rearranging Fields in a Pivot Table
- Explaining the Report Layout Options
- Using the Report Filters Feature
- Using Top 10 & Date Filters
- Handling Blank Cells
- Drilling Down in the Pivot Table
- Sorting a Pivot Table
- Formatting a Pivot Table
- Creating Custom Formats
- Explaining the Grouping Options
- Adding Formulas to a Pivot Table
- Changing a Calculation in a Pivot Table
- Replicating a Pivot Table
- Counting with a Pivot Table

CHARTING IN EXCEL

- Charts Refresher
- Moving, Sizing & Copying Charts
- Formatting Charts
- Formatting a Series
- Exploring the Home & Format Ribbons
- Deciding What Chart Format to Use
- Show a Time Series with Column or Line Charts
- Using Combination Charts
- Using Line Chart Accessories
- Using Bar Charts to Show Comparisons
- Using Component Charts
- Using Correlation Charts
- Exploring Other Charts
- Chart Lies Revealed & Advanced Chart Types
- Creating a Custom Layout

GETTING VISUAL

- Using Conditional Formatting
- Using Advanced Conditional Formatting
- Highlighting, Sorting & Filtering Columns
- Using SmartArt Functions
- Using Different SmartArt Graphics

CREATING POWERFUL FORMULAS

- Auditing Formulas
- Shrinking the Formula Bar
- Understanding Errors
- Joining Text Columns
- Using Custom Formatting Codes
- Pasting Values
- Using Paste Special
- Breaking Apart Text
- Flashfill
- Converting Text to Numbers
- Using Date Functions
- Using the VLOOKUP and HLOOKUP Function
- Using Index Match
- Using the Convert Function
- Looking at Interesting but Obscure Functions
- Using the Rand Function
- Using rounding Formulas
- Ranking & Sorting Formulas

RECORDING MACROS

- Displaying the Developer Tab
- Recording a Simple Macro
- Simplifying the Macro
- Recording Using Relative References

TIPS & TRICKS

- Showing Off New Tips in Excel 2007
- Tips for Handling Worksheets
- Using Excel as a Word Processor
- Best Practice
- Validating Data
- Grouping
- Multi-Sheet and Dashboard
- Modelling Eg: Costing Sheet, Budgeting, Manhour tracking and Any model that may be useful