

TUTORIAL 5 WORKING WITH EXCEL TABLES, PIVOTTABLES AND PIVOTCHARTS

TRACKING MUSEUM ART OBJECTS

- Explore a structured range of data
- Freeze rows and columns
- Plan and create an Excel table
- Rename and format an Excel table
- Add, edit and delete records in an Excel table
- Sort data
- Filter data
- Insert a Total row to summarize and Excel table
- Insert subtotals into a range of data
- Use the Outline buttons to show or hide detail
- Create and modify a PivotTable
- Apply PivotTable styles and formatting
- Filter and sort a PivotTable
- Group PivotTable items
- Create a PivotChart

TUTORIAL 6 MANAGING MULTIPLE WORKSHEETS AND WORKBOOKS

SUMMARIZE TICKET SALES

- Format and edit multiple worksheets at once
- Create cell references to other worksheets
- Consolidate information from multiple worksheets using 3-D references
- Create and print a worksheet group
- Create a link to data in another workbook
- Create a workbook reference
- Learn how to edit links
- Create and use an Excel workspace
- Insert a hyperlink in a cell
- Create a custom template
- Create a Web page

TUTORIAL 7 USING ADVANCED FUNCTIONS, CONDITIONAL FORMATTING, AND FILTERING

REVIEWING EMPLOYEE DATA

- Evaluate a single condition using the IF function
- Evaluate multiple conditions using the AND function
- Calculate different series of outcomes by nesting IF functions
- Test whether one or more conditions are true with the OR function
- Return values from a table with the VLOOKUP function
- Check for duplicate values using conditional formatting
- Check for data entry errors using the IFERROR function
- Summarize data using the COUNTIF, SUMIF, and AVERAGEIF functions
- Review the COUNTIFS, SUMIFS, and AVERAGEIFS functions
- Use advanced filters
- Summarize data using database functions

TUTORIAL 8 DEVELOPING AN EXCEL APPLICATION

CREATING AN INVOICE

- Create an application
- Create, edit, and delete defined names for cells and ranges
- Paste a list of defined names as documentation
- Use defined names in formulas
- Add defined names to existing formulas
- Create validation rules for data entry
- Protect the contents of worksheets and workbooks
- Add, edit, and delete comments
- Learn about macro viruses and Excel security features
- Create a macro using the macro recorder
- Edit a macro using the Visual Basic Editor
- Assign a macro to a keyboard shortcut and a button
- Save a workbook in a macro enabled format
- Minimize the Ribbon