



## Lookup Functions

1. Understanding Data Lookup Functions
2. Using VLOOKUP
3. Using VLOOKUP For Exact Matches
4. Using HLOOKUP
5. Using INDEX
6. Using MATCH
7. Nested IF FUNCTIONS
8. Using CONCATENATION

## String Functions

1. Understanding String Functions
2. Using UPPER, LOWER, PROPER
3. Using LEFT, RIGHT, LEN, SEARCH
4. Using CONCATENATE
5. Using TRIM, EXACT

## Advanced Filters

1. Advanced Filter Concepts
2. Using An Advanced Filter
3. Extracting Records With Advanced Filter
4. Using Formulas In Criteria
5. Using Database Functions

## Validations

1. Validation Techniques
2. Data Validation By Number Range
3. Testing Data Validation
4. Input Messages
5. Creating Error Alerts
6. Creating Drop-Down Lists
7. Using Formulas As Validation Criteria
8. Creating Custom Validation Criteria
9. Number Formats With Built-in Logic
10. Conditional Formatting
11. Copying Data Validation Settings

## Goal Seeking

1. Goal Seek Components
2. Using Goal Seeking

## Data Tables

1. Using A Simple What-If Model
2. Creating A One-Variable Table
3. Using One-Variable Data Tables
4. Creating A Two-Variable Data Table

## Scenarios

1. Creating A Default Scenario
2. Creating Scenarios
3. Using Names in Scenarios
4. Displaying Scenarios
5. Creating A Scenario Summary Report
6. Merging Scenarios

## PivotTables

1. PivotTable Theory
2. Creating A Simple PivotTable
3. Adding A Row Field To A PivotTable
4. Using The Page Field In A PivotTable
5. Filtering Row And Column Values
6. Formatting A PivotTable
7. Counting With PivotTables
8. PivotTable Summary And Display Options
9. Show Data As Percentages In PivotTables
10. Calculated Fields In PivotTables
11. Calculated Items In PivotTables
12. Creating A PivotChart
13. Modifying A PivotChart Via The PivotTable

## Linking Workbooks

1. Linking Data In Excel
2. Linking Within A Workbook
3. Linking Between Workbooks
4. Updating Links Between Workbooks

## Consolidation

1. Consolidating Data With Identical Layouts
2. Consolidating Data With Different Layouts
3. Consolidating Data Using A PivotTable

## Excel On The Web

1. Previewing Workbooks As Web Pages
2. Publishing A Static Worksheet
3. Adding To An Existing Web Page
4. Publishing An Interactive Web Page

## Summarising Data

1. Creating Subtotals
2. Using A Subtotaled Worksheet
3. Creating Nested Subtotals
4. Copying Subtotals
5. Using Subtotals With AutoFilter

## Recorded Macros

1. Setting Macro Security Levels
2. Recording A Simple Macro
3. Running A Recorded Macro
4. Relative Cell References
5. Running A Macro With Relative References
6. Viewing A Macro Module
7. Modifying A Recorded Macro

## Recorder Workshop

1. Preparing Data
2. Recording Summation Macros
3. Recording Consolidations
4. Testing Macros
5. Creating Objects To Run Macros
6. Assign Macros to Buttons and Keyboard