

Excel Advanced

Custom Formatting

- *Custom Number Format*
- *Custom Date Format Codes*
- *Using Conditional Formats*

Working with Named Ranges

- *Creating Range Names*
- *Using the Go To Command*
- *Range Names in calculations*

Importing and Exporting Data

- *Object Linking and Embedding*
- *Sharing Data with Other Applications*
- *Importing a Text File into Excel*

Lookups and Data Tables

- *Creating Data Tables*
- *Using the LOOKUP Function*
- *Using the VLOOKUP Function*
- *Using the HLOOKUP Function*
- *Preventing LOOKUP Errors*

Templates

- *Creating Workbook Templates*
- *Custom Templates*
- *Storing Templates*

Analytical Tools

- *Using Goal Seek and Solver*
- *Working with Scenarios*
- *Using Views*

Using Pivot Tables

- *Creating Pivot Tables*
- *Formatting Pivot Tables*
- *Rearranging Pivot Tables*
- *Working with Pivot Charts*

Using Views and Creating Reports

- *Creating Custom Views*
- *Creating a Workspace File*
- *Using Workspace Files*
- *Using the Report Manager*
- *Printing Reports*

Using Macros

- *Understanding Macros*
- *Recording a Basic Macro*
- *Running a Macro*
- *Assigning a Macro to a Toolbar*
- *Button Image Editor*
- *Editing a Macro*
- *Macro Virus Protection*