



Section 1 - Summarizing Data

- 3-D Reference Formulas
- Use AutoFill to Copy Formulas
- Tab Split Bar
- 3-D Reference Functions
- Add a Worksheet
- Subtotals
- Copy Subtotaled Data
- Add Second Level Subtotals
- Advanced Filters
- Criteria Range
- OR & AND statements

Section 2 - Functions in Lists

- Using Standard Functions in Lists
- AutoSum Function
- Syntax for Subtotal
- Argument ToolTips
- Function AutoComplete
- Change the Function
- Special If Functions
- =COUNTIF & =SUMIF Functions
- Frequency Functions in Lists
- Count Unique Values Using Functions
- Using Database Functions in Lists
- Range Names
- Criteria Range
- Create, Copy, and Edit a Formula
- DAVERAGE & DMAX Formulas

Section 3 - Lookup Formulas

- Assigning Range Names
- Lookup Formulas
- Create & Edit a Lookup Formula
- Use Function Argument Box to Edit Formulas with External Links
- Create a Range Name
- View Multiple Workbooks
- Linking Formulas

- Protecting Workbooks
- Test Protected Cells
- Security Warnings and Unprotect
- Save & Use a Template
- Array Formulas
- Unprotecting Cells

Section 4 - Working with Text

- Import Wizard
- Concatenation
- TextJoin
- Text to Columns
- Transpose
- TEXT function

Section 5 - Macros

- Developer Tab
- Record & Run a Macro
- Macro-Enabled Workbooks
- Save a Workbook with Macros
- Record an Action Macro
- Testing & Editing a Macro
- Visual Basic Editor
- Writing a Sub Procedure
- Assigning Macros

Section 6 - Office Integration

- Copying into Word
- Link Using Paste Options
- Link Using the Insert tab
- Update a Link
- Control a Link
- Embed an Object
- Activate the Spreadsheet
- Importing from Access
- Importing from the Internet

Appendix - Combo Boxes