

## Microsoft Excel Advanced

### Managing Excel

- Creating Custom Views
- Excel Workspace Files

### Advanced Functions

- VLOOKUP Function
  - Comparing two sheets
  - ISERROR Function
  - Combining IF Functions and VLOOKUP
- SUMIF and SUMIFS Functions
- COUNTIF and COUNTIFS Functions
- Text Functions
  - Concatenate, Left, Right and Trim
- Date and Time Functions

### Excel Protection

- Cell Range Protection
- Applying Worksheet Protection
- Password Protecting a Workbook
- Hiding Formula in cells

### Auditing

- Excel Auditing Tools
  - Tracing
  - Evaluate Formula
  - Error Checking

### Data Validation

- Text, Numbers, decimals & dates
- Input, Error and Stop Messages
- Creating Dropdown List
- Circle Invalid Data
- INDIRECT Function

### Advanced Conditional Formats

- Using Formulas with Absolute options

### Advanced Pivots

- Show Values As
  - % of Grand Total
  - Running Total in
  - Ranking
- Calculated Field
- Multiple Consolidation Ranges
- Dashboard display
- Slicer Connections

### Input Tables

- One-Input Data Tables
- Two-Input Data Tables

### Advanced Filters

- Filter and copy to another location
- Extract a list of unique records

### Consolidation

- Worksheets
- From different workbooks
- Functions and Links

### Advanced Chart Options

- Adding a secondary axis
- Creating a combined line and column Chart
- Adding Trend lines
- Adding Graphics
- Save Chart As Template

### Custom Formats

- Custom Number Formats
- Custom Date Formats

### Importing/Exporting Data

- Text Files
- CSV Files