

This course covers the following topics (items marked with a * are covered if time allows):

<p>Number formatting</p> <ul style="list-style-type: none"> • Conditional number formats • The four parts of a format • Creating custom formats • Formatting dates and times 	<p>IF and LOOKUP functions</p> <ul style="list-style-type: none"> • The conditional (IF) function • Nested IFs are evil • Lookup tables • The mysterious fourth lookup argument 	<p>Pivot tables</p> <ul style="list-style-type: none"> • Creating pivot tables • Swapping rows, columns and pages • Grouping fields • Drill-down
<p>Range names and absolute references</p> <ul style="list-style-type: none"> • Absolute references (\$ symbol) • Fixing only the row/column • Creating range names • Labelling ranges automatically • The amazing 40% rule 	<p>Multiple worksheets</p> <ul style="list-style-type: none"> • Copying, moving and renaming sheets • The dangerous group mode • Summing across worksheets • 3-D range names 	<p>Charts</p> <ul style="list-style-type: none"> • Selecting data • Formatting your chart
<p>Styles (*)</p> <ul style="list-style-type: none"> • Creating formatting styles • Using the style drop-down box • The NORMAL style 	<p>Consolidation (*)</p> <ul style="list-style-type: none"> • Using formulae • Using arrays • Using data consolidation • Using pivot tables 	<p>Advanced charts</p> <ul style="list-style-type: none"> • Combination charts • Picture charts • Custom chart types • Regression and trendlines
<p>Validation and protection</p> <ul style="list-style-type: none"> • Setting cell validation • Protecting cells/worksheets • Cell comments 	<p>Lists</p> <ul style="list-style-type: none"> • Sorting lists • Filtering lists • Extracting subtotals • The definition of a list 	<p>Recording Macros</p> <ul style="list-style-type: none"> • Absolute/relative recording • Where macros are stored • Assigning macros to buttons

There will be no more than 6 people on the course. All courses include lunch at a nearby restaurant. Please see our [website](#) for [references](#), or [email us](#) if you have any questions.