

# Advanced Excel Agenda

<b>Exercise 1</b>	<b>Date and time functions</b>
<b>Exercise 2</b>	<b>Mathematical functions</b>
	Sumif
	Sumif (2)
	Round
	Roundup
	Rounddown
<b>Exercise 3</b>	<b>Statistical functions</b>
	Count
	Counta
	Countif
	Countblank
	Countblank (2)
<b>Exercise 4</b>	<b>Text functions</b>
	Proper
	Upper
	Lower
	Concatenate
	Left
	Right
	Mid
	Trim
<b>Exercise 5</b>	<b>Financial functions</b>
<b>Exercise 6a</b>	<b>Lookup functions - vlookup</b>
<b>Exercise 6b</b>	<b>Lookup functions - hlookup</b>

<b>Exercise 7</b>	<b>Naming cells</b>
<b>Exercise 8</b>	<b>Lookup functions</b>
<b>Exercise 9</b>	<b>Logical functions</b>
<b>Exercise 10</b>	<b>Nested functions</b>
	And
	Or If
<b>Exercise 11a</b>	<b>Advanced filters</b>
<b>Exercise 11b</b>	<b>Using functions with filtered lists</b>
	Dsum
	Dcount
	Dmax
	Dmin
	Daverage
<b>Exercise 12</b>	<b>Naming cells</b>
<b>Exercise 13</b>	<b>Conditional formatting</b>
<b>Exercise 14</b>	<b>Applying autoformats</b>
<b>Exercise 15</b>	<b>Hiding rows, columns, worksheets</b>
<b>Exercise 16</b>	<b>Formatting cells</b>
<b>Exercise 17</b>	<b>Importing text files</b>
<b>Exercise 18</b>	<b>Sub totals</b>
<b>Exercise 19a</b>	<b>Data input tables</b>
<b>Exercise 19b</b>	<b>More data input tables</b>
<b>Exercise 20a</b>	<b>Spreadsheet protection</b>
<b>Exercise 20b</b>	<b>Cell protection</b>
<b>Exercise 21</b>	<b>Custom sorts</b>
<b>Exercise 22</b>	<b>Linking cells between Excel worksheets</b>

<b>Exercise 23b</b>	<b>Linking worksheets - 3d reference</b>
<b>Exercise 24</b>	<b>Linking your Excel spreadsheet to Word</b>
<b>Exercise 25</b>	<b>Using hyperlinks in excel</b>
<b>Exercise 26</b>	<b>Paste special</b>
<b>Exercise 27</b>	<b>Templates</b>
<b>Exercise 28</b>	<b>Creating charts</b>
<b>Exercise 29a</b>	<b>Charts</b>
<b>Exercise 29b</b>	<b>Adding data to charts</b>
<b>Exercise 30a</b>	<b>Secondary axis</b>
<b>Exercise 30b</b>	<b>Combined chart type</b>
<b>Exercise 31</b>	<b>Formatting chart axis</b>
<b>Exercise 32</b>	<b>Pivot tables</b>
<b>Exercise 33</b>	<b>Scenarios</b>
<b>Exercise 34</b>	<b>Auditing</b>
<b>Exercise 35</b>	<b>Adding a comment to a cell</b>
<b>Exercise 36</b>	<b>Validation</b>
<b>Exercise 37</b>	<b>Macros</b>
<b>Exercise 38</b>	<b>Freezing panes</b>
<b>Exercise 39</b>	<b>Split window in Excel</b>
<b>Exercise 40a</b>	<b>Track changes in Excel</b>
	Turn on track changes
	Accept / reject track changes
<b>Exercise 40b</b>	<b>Change track changes display view</b>
<b>Exercise 40c</b>	<b>Remove track changes</b>
<b>Exercise 41</b>	<b>Compare and merge spreadsheets</b>