

EXCEL SUPER USER (LEVEL 4) DAY 1

A one day course.

Prerequisite: Delegates should have completed the Excel Advanced Course.

PIVOT TABLES	
CREATE A PIVOT TABLE	
PREDESIGNED PIVOT TABLES	
EDITING THE PIVOT TABLE	
ANALYZE	
DESIGN	
CHANGE DATA SOURCE	
REARRANGING FIELDS	
PIVOT TABLE FIELD LIST	
DEFER UPDATE	
REFRESHING PIVOT TABLES	
EDITING THE PIVOT TABLE	
REPORT LAYOUT OPTIONS	
REPEAT ALL ITEMS	
INSERTING BLANK ROWS AFTER ITEMS	
SHOW OR HIDE SUBTOTALS	
SORTING AND FILTERING	
SORTING	
FILTER	
FILTERING PIVOT TABLES USING WITH SLICERS	
FIELD SETTINGS	
NUMBER FORMAT	
INSERT A CALCULATION	
GROUP AND UNGROUP	
GROUP DATA	
UNGROUP DATA	
SHOW ITEMS WITH A COUNT OF ZERO	
DISPLAY OR HIDE DETAIL / DRILL DOWN AND DRILL UP	
SHOW ITEMS WITH A COUNT OF ZERO	
DISPLAY OR HIDE DETAIL / DRILL DOWN AND DRILL UP	
HIDE AND DISPLAY THE + / -.	
CALCULATED FIELDS AND A CALCULATED ITEM	
INSERT A CALCULATED FIELD	
EXAMPLE: INSERT A CALCULATED FIELD	
INSERTING A CALCULATED ITEM	
EXAMPLE: INSERTING A CALCULATED ITEM	
REFERENCING CELLS WITHIN A PIVOT TABLE	
FORMATTING PIVOT TABLES	
APPLY A STYLE	
REMOVE A STYLE	
CONDITIONAL FORMATTING	
APPLY CONDITIONAL FORMATTING TO PIVOT TABLE	
CLEAR CONDITIONAL FORMATTING	

EDIT A CONDITIONAL FORMATTING RULE	
PIVOT TABLE OPTIONS	
CREATE A PIVOT TABLE FOR EACH GROUP	
PIVOTCHART REPORTS	
EXCEL TABLES	
NAMED RANGES	
TO INSERT A NAMED RANGE IN A FORMULA	
3D NAMED RANGES	
FUNCTIONS	
SUMIF	
NESTED IF FUNCTION	
COMBINING IF FUNCTION WITH OTHER FUNCTIONS	
AND / OR	
IS FUNCTIONS	
ISNUMBER	
ISTEXT	
ISERROR	
LOOKUP FORMULA	
HLOOKUP	
HLOOKUP	
NESTED VLOOKUP	
Nested IFNA and Vlookup	
LOOKUP FUNCTION	
APPENDIX	
ADDITIONAL FUNCTIONS	
FILL IN BLANK CELLS	
CONVERT TEXT DATES TO DATES	
ARRAYS	
FORECAST	
FINANCIAL FUNCTIONS	