

## Use Cell Referencing

- Use Absolute / Mixed Cell References
- Create Named Cell Ranges
- Use Named Cell Ranges Within Functions
- Modify / Delete Named Cell Ranges

## Useful 'Little' Tools

- Create A Drop-Down List On Different Sheet
- Use A Formula Within Conditional Formatting

## Advanced Functions

- VLOOKUP
- SUMIF
- SUMIFS
- COUNTIF
- COUNTIFS
- AVERAGEIF
- AVERAGEIFS
- Use IF Function To Perform A Calculation
- Use Nested IF Functions

## Formula Auditing

- Trace Precedents
- Trace Dependents
- Use Watch Window

## Linking

- Link Cells Between Workbooks
- Arrange Workbooks
- Save Workspace
- Paste Link Data To Word
- Insert A Hyperlink To A Cell
- Insert A Hyperlink To A File

## Data Validation

- Validate Numeric Data
- Create An Input Message
- Create An Error Alert
- Circle Invalid Data

## Protection

- Protect Cells In A Worksheet
- Change Protection Settings
- Protect Workbook Structure
- Password Protect Workbook

## Reviewing

- Insert / Delete / Navigate / Print Comments
- Protect And Share Workbook
- Highlight Changes On Screen
- List Changes In New Sheet
- Accept / Reject Changes
- Compare And Merge Workbooks

## Lists & Data

- Create Data Tables
- Use Advanced Filter
- Group Data
- Remove Duplicates
- Convert Text To Columns
- View / Create / Edit / Delete Scenarios

## Pivot Tables

- Create Pivot Tables
- Use The Pivot Table Tools Ribbon
- Refresh Data
- Expand Entire Field
- Collapse Entire Field
- Show + / - Buttons
- Create Pivot Charts
- Summarize Data Options

## Macros

- Record A Macro
- Run A Macro
- Shortcut Key Macros
- Add A Macro To Quick Access Toolbar
- Record A Relative Reference Macro
- Use The Personal Macro Workbook
- Delete A Macro
- Create A Macro Button Within A Sheet