

**Chapter 1: Working with Advanced Filters**

You will learn:

- Using advanced filters.
- Creating a criteria range.
- Using a criteria range.
- Using comparison criteria.
- Using wildcards.
- Using an advanced and condition.
- Using an advanced or condition.
- Showing all records.
- Copying filtered records.

**Chapter 2: Using Database Functions**

You will learn:

- Working with database functions.
- Using a DFunction.
- Using paste function.

**Chapter 3: Working with Data Series**

You will learn:

- Using the series command.
- Creating a linear series.
- Creating a date series.
- Creating a growth series.
- Creating an autofill series.
- Using a stop value.

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**Chapter 4: Using Lookup Functions**

You will learn:

- LOOKUP functions.
- Using the VLOOKUP function.
- Using the HLOOKUP function.

**Chapter 5: Using Scenarios and Goal Seeking**

You will learn:

- Using the scenario manager.
- Creating/displaying/editing a scenario.
- Creating a scenario report.
- Using goal seek.

**Chapter 6: Using Data Tables**

You will learn:

- Using data tables.
- Placing formulas in data tables.
- Creating a one-variable table.
- Creating a two-variable table.

**Chapter 7: Solving Problems**

You will learn:

- Using solver.
- Saving a solution as a scenario.
- Restoring the original values.
- Changing a constraint.
- Creating a solver report.
- Using scenarios to view solutions.

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**Chapter 8: Consolidating Worksheets**

You will learn:

- Consolidating worksheets.
- Consolidating by category.
- Consolidating by position.

**Chapter 9: Creating/Revising Pivot Tables**

You will learn:

- Creating a pivot table.
- Changing the source range.
- Inserting into the source range.
- Deleting from the source range.

**Chapter 10: Using Macros**

You will learn:

- Defining macros.
- Opening a macro workbook.
- Opening/using the Visual Basic editor.
- Running a macro.
- Using a shortcut key.

**Chapter 11: Recording Macros**

You will learn:

- Recording a macro.
- Assigning a shortcut key.
- Using relative references.
- Assigning/deleting a macro to a menu.



**Chapter 12: Editing Macros**

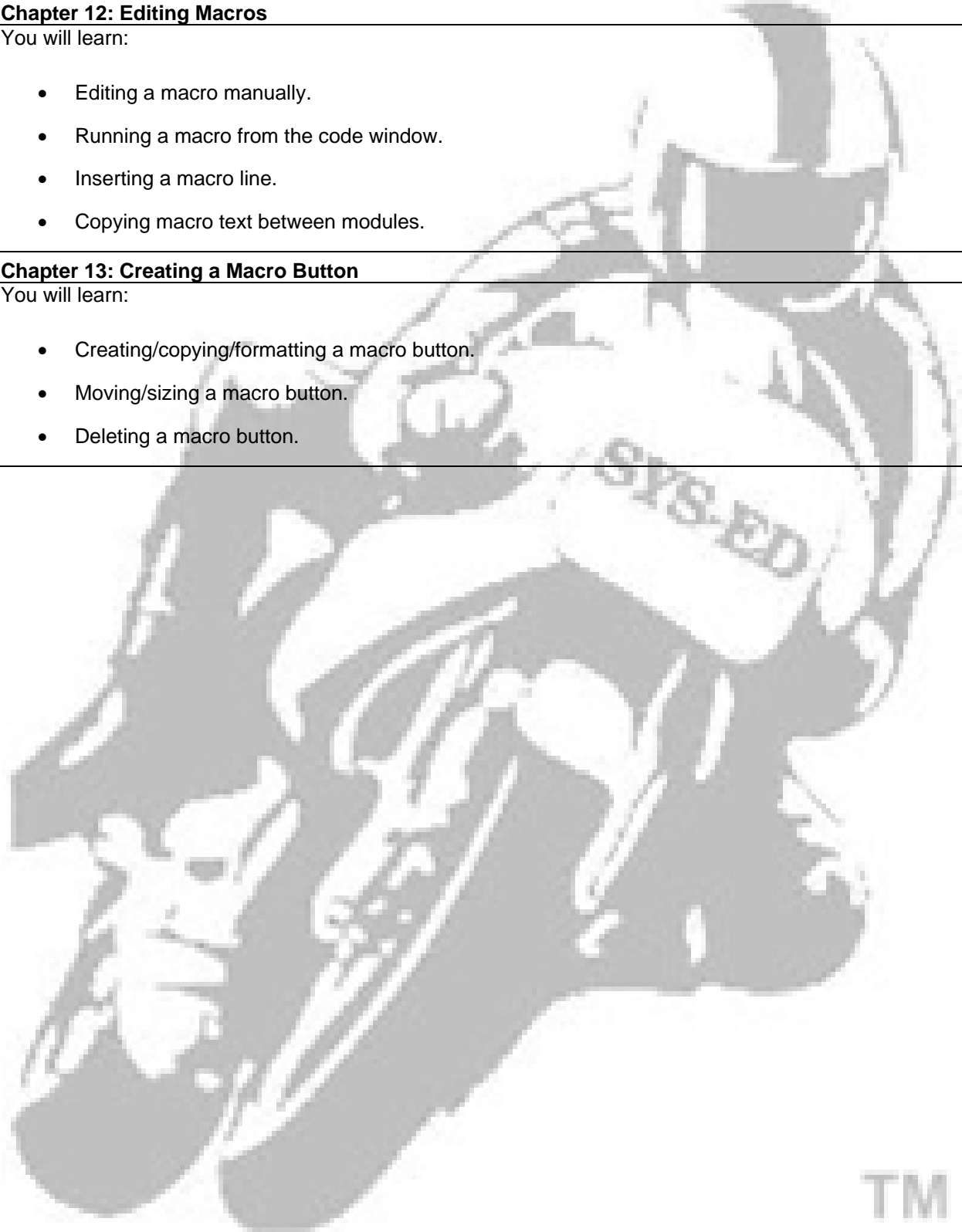
You will learn:

- Editing a macro manually.
- Running a macro from the code window.
- Inserting a macro line.
- Copying macro text between modules.

**Chapter 13: Creating a Macro Button**

You will learn:

- Creating/copying/formatting a macro button.
- Moving/sizing a macro button.
- Deleting a macro button.



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