

# TOTAL TRAINING™ FOR MICROSOFT® EXCEL® 2007- ADVANCED QUICK REFERENCE GUIDE

## **1 SUMMARIZING DATA 58:00**

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- 2 Formatting the Subtotal Rows
- 3 Adding and Copying with Subtotals
- 4 Consolidating Data
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- 6 Working with the SUMIF Command
- 7 Using Array Formulas
- 8 Looking at AutoSum Tricks
- 9 Utilizing Fill Handle Tricks

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- 5 Using Top 10 & Date Filters
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- 8 Sorting a Pivot Table
- 9 Formatting a Pivot Table
- 10 Creating Custom Formats
- 11 Explaining the Grouping Options
- 12 Adding Formulas to a Pivot Table
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- 5 Exploring the Home & Format Ribbons
- 6 Deciding What Chart Format to Use
- 7 Show a Time Series with Column or Line Charts
- 8 Using Combination Charts
- 9 Using Line Chart Accessories
- 10 Using Bar Charts to Show Comparisons
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- 13 Exploring Other Charts
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