



## Excel - Advanced

2348 Post Road  
Warwick, RI 02886  
Phone: 401-921-2450 Fax: 401-921-2463  
[www.homekeyinc.com](http://www.homekeyinc.com)

### Working with Advanced Functions

- Working with Functions
- Using the IF Function
- Nesting Functions
- Using Multiple Conditions with the IF Function
- Using Table Lookup Functions
- Using Text Functions

### Analyzing Data

- Consolidating Information by Position or Category
- Inserting Subtotals
- Using Database Functions

### Using PivotTables

- Understanding PivotTables
- Using the PivotTable and PivotChart Wizard
- Laying out a PivotTable on a Worksheet
- Modifying PivotTable Fields
- Working with Page Fields
- Refreshing a PivotTable

### Enhancing PivotTables

- Formatting a PivotTable
- Working with Summary Functions
- Sorting Items in a PivotTable
- Grouping Data

### Working with Macros

- Recording a Macro
- Executing a Macro
- Creating a Macro Button
- Working with Macro Buttons