

- Using Goal Seek
- Setting Up a Complex What-If Analysis with Solver
- Running Solver and Generating an Answer Report

Working with Formulas and Functions

- Creating a formula with several operators
- Using names in formulas
- Generating multiple totals with AutoSum
- Using dates in calculations
- Building a conditional formula with the IF function
- Calculating payments with the PMT function

Automating worksheet tasks

- Planning a macro
- Recording a macro
- Running a macro
- Using shortcut keys with Macros
- Creating a macro toolbar

Using Lists

- Creating a list
- Adding records with a data form
- Finding records
- Deleting records
- Sorting a list by one field
- Sorting a list by multiple fields
- Printing a list

Enhanced chart and worksheet functions

- Creating a custom chart
- Formatting a chart axis
- Adding data table to a chart
- Rotating a chart
- Rotating text

