



# Infotech Performance Group

Software Training with CEU's

## Excel Pivot Tables and More

- COUNTIF
  - COUNTIF with wildcards
  - COUNTIF with operators
- SUMIF
  - SUMIF with wildcards
  - SUMIF with operators
- Pivot tables
  - Table Requirements
  - Creating Pivot tables the easy way
  - Refreshing data
  - Adding fields to the table areas
  - Pivoting data
  - Calculated fields
  - Frequency
  - Advanced pivot table functions
- Pivot charts
  - Group and show detail
  - Pivoting data within a chart
- VLOOKUP
  - VLOOKUP within a range
  - Using VLOOKUP to consolidate data
- Protecting files in Excel
  - Locking and unlocking cells
  - File level protection
  - Workbook protection
- Data validation
  - Constraining cell entries
  - Creating drop down lists for cell entries
- GO TO Special
  - Visible cells only
  - Formulas or constants
  - Cleaning up downloaded data
  - Blanks to zeroes

### INFOTECH

### PERFORMANCE GROUP

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