



Microsoft®

Excel 2021 Advanced

Master Excel 2021: Automate tasks with macros; unleash the power of PivotTables and PivotCharts; troubleshoot complex formulas; and more.

PivotTables

1.1 Create PivotTables

1.2 Add Multiple PivotTable Fields

Add an Additional Row or Column Field
Expand or Collapse a Heading
Add an Additional Value Field

1.3 Change a PivotTable's Calculation

1.4 Add Calculated Fields

Create a Calculated Field
Remove a Calculated Field

1.5 The GETPIVOTDATA Function

Use GETPIVOTDATA
Cube Functions

1.6 Filter PivotTables

Add a Filter Field
Clear and Remove a Filter

1.7 Timelines

Insert a Timeline
Clear or Remove a Timeline

1.8 PivotTable Layout

1.9 Group Values

Group PivotTable Values
Ungroup PivotTable Values

1.10 Refresh a PivotTable

Manually Update a PivotTable
Automatically Update a PivotTable

1.11 Format a PivotTable

PivotCharts

2.1 Create PivotCharts

Insert a PivotChart
Modify a PivotChart

2.2 PivotChart Options

Refresh a PivotChart
Use the Field Buttons
Toggle Field Buttons
Change Chart Layout
Use Quick Layouts

2.3 PivotChart Styles

Apply a PivotChart Style
Change Chart Colors

2.4 Drill-Down Data

Use Drill Down Buttons
Drill Down into Specific Chart Data

Troubleshoot Formulas

3.1 Formula Errors

Error
#NAME? Error
#VALUE! Error
#DIV/0 Error
#REF! Error

3.2 The Watch Window

Add Cells to the Watch Window

3.3 Evaluate Formulas

Evaluate a Formula

Advanced Formatting

4.1 Customize Conditional Formatting

Create a Custom Conditional Formatting Rule

4.2 Conditional Formatting with Formulas

Create Custom Conditional Formatting Rule

4.3 Manage Conditional Formatting

Edit a Conditional Formatting Rule
Change the Order of Conditional Formatting Rules

4.4 International Currency and Formats

Change the Windows Regional Format Settings
Apply an International Currency Format
Display a Date or Time in a Different International Format

4.5 Body and Heading Options

Apply a Theme Font Set
Create a Custom Font Set

4.6 Color Formats

Apply a Color Scheme
Create a Custom Color Scheme

4.7 Custom Themes

Apply Theme Elements
Create a Custom Theme

4.8 Form Controls

Turn on the Developer Tab
Insert a Form Control

4.9 Save Form Templates

Save a Form as a Template
Open a Form Template

5.1 IF Function

5.2 Nested Functions

5.3 AND, OR, and NOT Functions

5.4 SUMIF, AVERAGEIF, and COUNTIF Functions

Create a SUMIF Formula
Other Logical Sum Functions

5.5 VLOOKUP

5.6 HLOOKUP

5.7 INDEX and MATCH

The INDEX Function
The MATCH Function
Combine the INDEX and MATCH Functions

5.8 UPPER, LOWER, and PROPER

UPPER Function
LOWER Function
PROPER Function

Analyze Data

Macros

5.9 RIGHT, LEFT, and MID

Create a Left Function
Create a Right Function
Create a Mid Function

5.10 Formula Calculation Options

Change the Formula Calculation Options

6.1 Goal Seek

Use Goal Seek

6.2 Scenario Manager

Use Scenario Manager
View a Scenario Summary

6.3 Consolidate Data

7.1 Enable Macros

Enable Macros in a Single File
Set Trusted Locations
Macro Settings

7.2 Create Macros

Turn on the Developer Tab
Record a Macro
Run a Macro

7.3 Modify Macros

Unhide the Personal Workbook
Edit a Macro
Test an Edited Macro

7.4 Copy Macros

Copy Macros
Test a Copied Macro