**Busn 214 Week 3**

Download six workbooks:

<http://flightline.highline.edu/mgirvin/AllClasses/214_2007/Content/Week03/Week03.htm>

Test on Friday and it is due on Monday

**Full list of videos:**

<http://www.youtube.com/view_play_list?p=D8EEA7196D943ED5>

**Videos to watch:**

[Highline Excel Class 14: How To Setup Data in Excel](http://www.youtube.com/watch?v=V_SKpQVlIdE)  
[Highline Excel Class 15: Excel 2007 Tables 7 Examples](http://www.youtube.com/watch?v=FlVCocmicUo)  
[Highline Excel Class 16: Sort, Sorting 10 Examples](http://www.youtube.com/watch?v=XC7l39bLegg)  
[Highline Excel Class 17: Filter, Filtering 8 Examples](http://www.youtube.com/watch?v=otGlfHEcvOU)  
[Highline Excel Class 18: Subtotals](http://www.youtube.com/watch?v=fNEEe53u_W8)  
[Highline Excel Class 19: Advanced Filter Extract Data 9 Examples](http://www.youtube.com/watch?v=SU1qGbN6Rs8)  
[Highline Excel Class 20: Pivot Tables 20 Examples](http://www.youtube.com/watch?v=i67XK3qjL_w)  
[Excel Magic Trick #90: Consolidation](http://www.youtube.com/watch?v=iyziliJuA6E)

**Topics:**

1. Data Table Structure
   1. Field names in 1st row
   2. No blanks in data set
   3. Blanks or row/column headers all the way around
2. Excel Tables
   1. Dynamic ranges
   2. Table nomenclature
3. Sorting
   1. More than one column
   2. Left to Right
   3. color
4. Filtering
   1. Text
   2. Number
   3. Date
   4. Extract Data
5. Advanced Filter
   1. Criteria Area must have field names that are exactly the same as the data table field names
   2. AND criteria goes on same line
   3. OR criteria goes on separate lines
   4. Extract to new sheet (start on new sheet)
   5. Extract unique records
   6. Add new column with TRUE FALSE formula
   7. Conditional Formatting for whole row
6. PivotTables
   1. Drag and drop
   2. Style Formatting
   3. Number Formatting
   4. Functions
   5. “Show as” % of Column and % of Row and Running Total
   6. Formula
   7. Group Dates
   8. Drill Down
   9. Report Filter
   10. Show Report Filter Pages
7. Consolidation
   1. Different size tables
   2. Linked