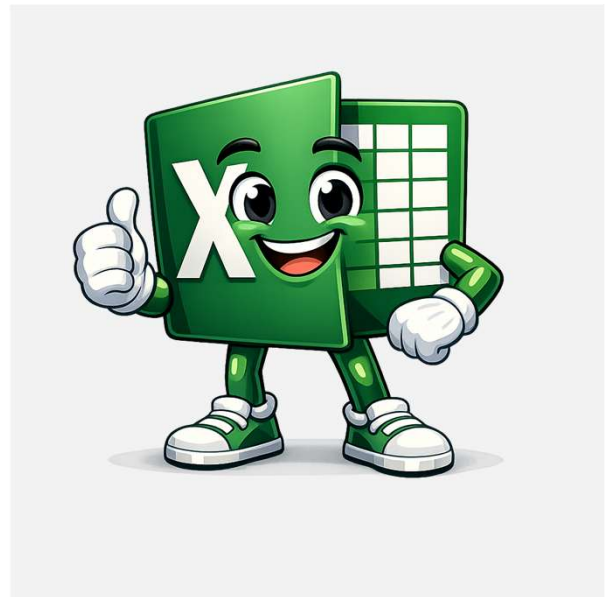


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Today's Agenda

1. Common Formulas
2. Common Functions
3. Excel Add-Ons and Aids
4. Audience Show and Tell – Your chance to impress!



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Common Excel Formulas

- SUM-IF
- AVERAGE
- Vlookup / Xlookup
- COUNT/COUNTA
- MIN/MAX
- CONCATENATE
- TRIM
- MATCH



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Common Functions

- Filter
- Pivot Tables
- Conditional Formatting
- Text to Columns
- Charts
- New Window
- Linking Excel tables in Word



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Excel Add-Ons and Aids

- ASAP Utilities
- Co-Pilot



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