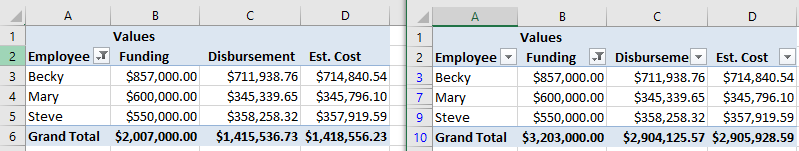
1. The fourth option most people don’t know about the function of the computer mouse. We all know about the Left and right click, plus the scroll button. Did you know the fourth option is really cool too? See video of what the fourth option is. It has something to do with the mouse and taskbar.



1. Adding filters within the Value section of the Pivot Table. This technique was asked by my boss, so he can see the top 10 of something or any variable he wanted to analyze, but still keep the total line the same. This allowed him to analyze different scenarios without remembering what the total was. See below example:



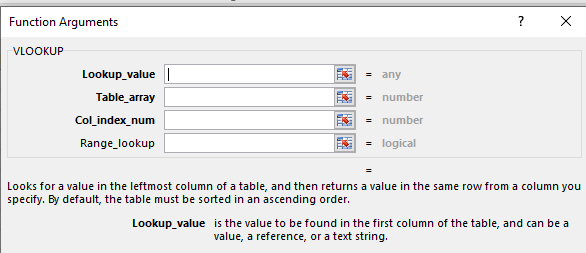
Notice the above picture to the right has filters on all Values. This allowed him to set the filters, but kept the original total the same, allowing him to analyze different variables. See video of how simple this was to do.

1. Using the quick access AutoFilter shortcut:for quick analysis on a normal EXCEL spreadsheet. The spreadsheet can’t be “Format as Table”. We’ll take advantage of the “\*” and “?” wildcards. See explanation of how EXCEL uses these wildcards.

. See video of examples of how you might use this technique.

1. We’ll show you at least four different ways you can pull data from an Access Database. We know some of you will do a copy and paste from a table, but if your data exceeds 65,000 records it will only pull that amount of data. The four example of techniques are:
   1. Excel using 
   2. Excel using 
   3. Power Query
   4. Export from Access Database using Export macro. See video of examples.
2. MS 365. XLookup is one of eight new functions that was released with MS 365. It can replace VLookup, HLookup, and Match. Believe me, it does a whole lot more than just the three listed. I will try and break it down by doing a comparison between VLookup and XLookup. There are four arguments that VLookup must follow. See below:





\*

4

3

2

1

1



2



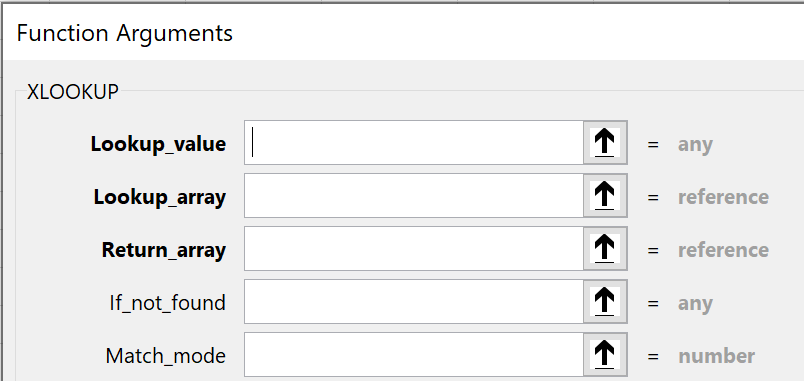
3



4

XLookup: Offers six arguments. This is what makes the XLookup one the most powerful function ever. I will try and break it down.





2

3

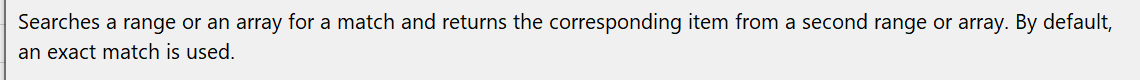
4

5

6

1







1



2

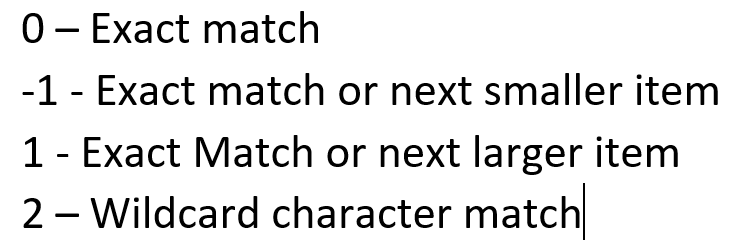


3



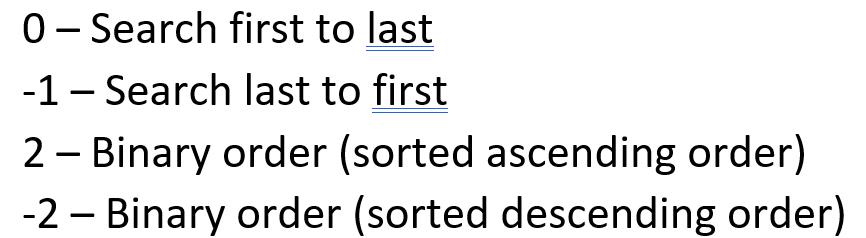
4

5





6



1. I will show you how to use wildcards when using XLookup.
2. I will show you how to bring in two or more column results using just one XLookup formula. Normally with VLookup, it would take multiple formulas based on how many columns you’re using.
3. I will show you how to use two separate worksheets to search the answers with one XLookup formula. The two tables are not the same as far as column positioning. See videos.

