1. Office 365 function named: "Sequence". Sequence uses four Arguments. This is the example of the Sequence formula we will use to create the calendar below.
   =SEQUENCE(6,7,DATE(D2,MONTH(B4),1)-(WEEKDAY(DATE(D2,MONTH(B4),1))-1),1). We will walk you step by step of how to create one Sequence formula to help create a calendar. We need to add conditional formatting. The calendar is ready to go and it will run from year 1900 to year 9999. As an FMer, I would give this to all my money managers as another worksheet within the Pivot Table workbook or anything else. In fact, anyone could use an interactive calendar. We will provide three different worksheets that is operational. One worksheet is using Fiscal Year, see below, the months are top to bottom, then left to right. We'll provide another Fiscal Year worksheet that the months are simply left to right, and the last worksheet is a Calendar Year from January through December (Normal).
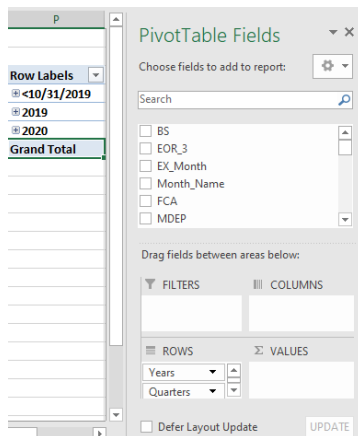
Year | 2020 | 2021

October-2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

January-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

April-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	04	05	06	07	08

July-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

November-2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

February-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	01	02	03	04	05	06
07	08	09	10	11	12	13

May-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

August-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

December-2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

March-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

June-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

September-2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

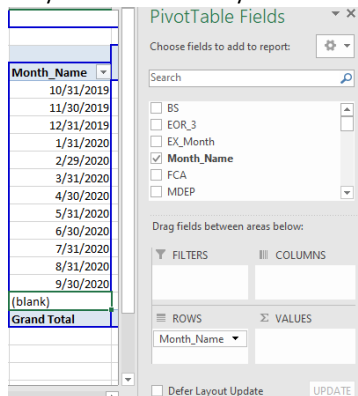We'll be providing three different training scenarios.
   a. Option 1: Just take the finish product and use it right away. Size: **30 KB.**
   b. Option 2: Create a calendar on your own by copying and pasting the Sequence formula along with the Concatenate formula, and the Conditional Formatting Formula.
   c. Option 3: Learn from start to finish in the build of the Sequence formula using three additional Functions, named Date, Weekday, and Month that is part of the final Sequence formula.

2. Office 365 has fixed the F11 Key in Excel. In the 1990's and 2000's this one key was the coolest key. Then in either Office 2010 or Office 2013, the F11 key didn't function liked it use to. Now, I'm happy to say it's back to normal and let me show you how powerful this key is. Plus, I will provide a PowerPoint picture of what all 12 F keys do. My favorites are the F4, F7, F11, and F12. See PowerPoint to see the explanation of all F Keys.

3. How to move cells without doing a copy or cut in Excel.

4. How to move a set of data from Horizontal to Vertical or Vertical to Horizontal in Excel.

5. Unique way of taking formulas and converting to values in Excel.

6. How to change the date within the Pivot Table. Most people don't like the way the Pivot Table displays the Date. See below:

They rather see this way. See below:

We'll show how easy it is to change. Mr. James Yoder showcased to me years ago and it has made a difference through the years.

Name	Size	Length
01_Synopsis_April_2021_Trng.mp4	13,279 KB	00:03:07
02_Sequence_Function_Option_1_Ready_for_Primetime.mp4	13,252 KB	00:03:54
03_Sequence_Function_Option_2_Part_1.mp4	13,747 KB	00:05:39
04_Sequence_Function_Option_2_Part_2.mp4	13,974 KB	00:05:07
05_Sequence_Function_Option_3_Part_1.mp4	8,349 KB	00:04:10
06_Sequence_Function_Option_3_Part_2.mp4	5,050 KB	00:02:15
07_Sequence_Function_Option_3_Part_3.mp4	8,224 KB	00:03:35
08_Sequence_Function_Option_3_Part_4.mp4	5,231 KB	00:02:16
09_Sequence_Function_Option_3_Part_5.mp4	8,110 KB	00:03:28
10_Sequence_Function_Option_3_Part_6.mp4	15,765 KB	00:06:02
11_Sequence_Function_Option_3_Part_7.mp4	10,367 KB	00:03:34
12_Office_365_F11_Key_is_back.mp4	17,467 KB	00:07:01
13_Quick_Excel_Tips.mp4	12,964 KB	00:05:09