1. SUM IF: - Used to sum similar type of data in a set of data. Like if you want to add all the data from A1 to A10 which is greater than 5 then Sumif (A1:A10,” >5”).
2. Slicer :-No available with MS office 2007 so need to study at home.
3. Text to column:- Used to separate words from each other on the basis of “Space”,Delimiter or -,/. It’s a great tool.
4. Data Validation : Used as if else in asp.net.
5. Conditional formatting
6. 2003 vs 2010
7. Count if
8. Subtotal
9. If conditions