1. Create, Open, Save and Print an Excel file.

* Change Page Orientation - Portrait / Landscape
* Print Only 1 page.
* Shrink to Fit on 1 Page.
* Print only a Range of Cells.

2. Add appropriate Footers to Worksheets.

3. Modify Sheet Tabs.

* + Rename Sheet Tabs
  + Move or Copy
  + Change Tab Color

4. Change Column Width, Row Height or AutoFit.

5. Position Data within Cells:

* Align (Top, Middle, Bottom, Left, Center, Right)
* Wrap Text
* Orientation (Rotate)
* Indent
* Merge & Center

6. Change Appearance of Cells:

* Change Font / Font Size
* Change Font Color / Fill Color
* Change Borders
* Cell Styles

7. Format Numeric Data in Cells:

* Increase/Decrease Decimal
* Number Format
* Currency Format
* Accounting Format
* Comma Format (Thousand , Separator)
* Date Format (Long Date, Short Date)
* Time Format
* Percentage Format (%)

8. Copy Data / Formulas to other Cells.

* Using Copy / Paste Command
* Using Fill Handle

9. Enter and Edit Formulas.

* Using Operands (Cells, Numbers)
* Using Operators **(^, \*, / , + , - )**
* Using Relative and $**Absolute$ (Shortcut key: F4) Cell References**
* **FORMULA EXAMPLES:**

=F8 + G8

=H8 / $H$13

=F8 \* $J$3

10. Enter and Edit FUNCTIONS.

* =SUM
  + \*Add all numbers in a Range of Cells.
  + =SUM(B6:J6)
  + =SUM(B4, B6:B8, B10)
* =AVERAGE
  + \*Returns the Average in a Range of Cells.
  + =AVERAGE(B6:J6)
* =MAX
  + \*Returns the largest in a Range of Cells.
  + =MAX(B6:J6)
* =MIN
  + \*Returns the smallest in a Range of Cells.
  + =MIN(B6:J6)
* =COUNT
  + \*Counts the number of cells in a Range of Numbers.
  + =COUNT(B4:B24)
* =NOW()
  + \*Returns the Date & Time
  + =NOW()
* =TODAY()
  + \*Returns the Date
  + =TODAY()
* =IF
* **HINT:** ***If using numbers in your logical condition, DO NOT enter $ or a comma, in your expression.***
* **ERROR:**
* **=IF(B6>$5,000, “Bonus”, “No Bonus”)**
  + **EXAMPLES** from Assignments:
  + =IF(H5 < 76,"Made","Cut")
  + =IF(B6 < 5,22.5,0)
  + =IF(B25 >= 60,"Pass","Fail")

|  |  |
| --- | --- |
| If the Average in H5 is less than 76, display Made, otherwise display Cut. | |
| Logical test | **H5 < 76** |
| Value\_if\_true | **Made** |
| Value\_if\_false | **Cut** |

|  |  |
| --- | --- |
| If the Quantity purchased in B6 is less than 5, shipping cost is $22.50. | |
| Logical test | **B6 < 5** |
| Value\_if\_true | **22.50** |
| Value\_if\_false | **0** |

|  |  |
| --- | --- |
| If the Test Score in B25 is 60 or above, display Pass, otherwise Fail. | |
| Logical test | **B25 > = 60** |
| Value\_if\_true | **Pass** |
| Value\_if\_false | **Fail** |

11. Create and Format Charts.

* **Step 1:** Highlight Chart Data Range
* **Step 2:** Choose Chart Type
  + - **Column, Bar, Line, or Pie Charts**
* **Step 3:** Choose Chart Location
  + - **Embedded on the worksheet or on a Separate Chart Sheet**
* **Step 4:** If needed, modify Chart Elements
  + - Use the Chart Elements **+** Button
    - **Or the Ribbon: Chart Tools > Design Tab / Format Tab**
    - Or the Format Pane (on the right-side)
      * **Add a Chart Title**
      * **Change the Legend**
      * **Change the Data Labels**
      * **Color Chart Area, Plot Area**
      * **Add Gridlines**