



## Contents

### Formatting Cells

- Apply an auto format style to a cell range.
- Apply a table style to a cell range.
- Apply conditional formatting.
- Create custom number formats.
- Apply custom number formats.

### Worksheets

- Copy worksheets between spreadsheets.
- Move worksheets between spreadsheets.
- Split a window.
- Move, remove split bars.
- Hide, show rows, columns, worksheets.

### Using Functions and Formulas

- Use date and time functions: TODAY, NOW, DAY, MONTH, YEAR.
- Use mathematical functions: ROUNDDOWN, ROUNDUP, SUMIF
- Use statistical functions: COUNTIF, COUNTBLANK, RANK
- Use text functions: LEFT, RIGHT, MID, TRIM, CONCATENATE.
- Use financial functions: FV, PV, PMT.
- Use lookup functions: VLOOKUP, HLOOKUP.
- Use database functions: DSUM, DMIN, DMAX, DCOUNT, DAVERAGE
- Create a two-level nested function.
- Use a 3-D reference within a sum function.

Use mixed references in formulas.

### Automation

- Record a simple macro like: Change page setup macro.
- Apply a custom number format macro.
- Apply auto formats to a cell range macro.
- Insert fields in worksheet header macro.
- Insert fields in worksheet header footer.
- Run a macro.
- Assign a macro to a custom button on a toolbar.

### Validating

- Set validation criteria for data entry in a cell range.
- Whole number validation.
- Decimal validation.
- List validation.
- Date validation.
- Time validation.
- Edit validation criteria for data entry.
- Enter input message and error alert.

### Creating Charts

- Create a combined column and line chart.
- Add a secondary axis to a chart.
- Change the chart type for a defined data series.
- Add a data series in a chart.
- Delete a data series in a chart.

### Formatting Charts

- Re-position chart title.
- Re-position chart legend.
- Re-position chart data labels.
- Change scale of value axis: minimum, maximum number to display, major interval.
- Change display units on value axis without changing data source: hundreds, thousands, millions.
- Format columns, bars, plot area, chart area to display an image.

### Using Tables

- Create a pivot table/datapilot.
- Modify a pivot table/datapilot.
- Modify the data source and refresh the pivot table/datapilot.
- Filter data in a pivot table/datapilot.
- Sort data in a pivot table/datapilot.
- Automatically, manually group data in a pivot table/datapilot and rename groups.
- Use one-input, two-input data tables/multiple operations tables.

### Sorting and Filtering

- Sort data by multiple columns at the same time.
- Create a customized list and perform a custom sort.
- Automatically filter a list in place.
- Apply advanced filter options to a list.
- Use automatic sub-totalling features.
- Expand, collapse outline detail levels.

### Scenarios

- Create named scenarios.
- Show scenarios.
- Edit scenarios.
- Delete scenarios.
- Create a scenario summary report.

### Auditing

- Trace precedent cells.
- Trace dependent cells.
- Identify cells with missing dependents.
- Show all formulas in a worksheet, rather than the resulting values.
- Insert comments/notes.
- Edit comments/notes.
- Delete comments/notes.

### Naming Cells

- Name cell ranges.
- Delete names for cell ranges.
- Use named cell ranges in a function.





#### Paste Special

Use paste special options:

- Add
- Subtract
- Multiply
- Divide
- Values /numbers
- Transpose.

#### Templates

- Create a spreadsheet based on an existing template.
- Modify a template.

#### Linking, Embedding and Importing

- Insert a hyperlink.
- Edit a hyperlink.
- Remove a hyperlink.
- Link data within a spreadsheet.
- Link data between spreadsheets.
- Link data between applications.
- Update, break a link.
- Import delimited data from a text file.

#### Tracking and Reviewing

- Turn on, off track changes.
- Track changes in a worksheet using a specified display view.
- Accept, reject changes in a worksheet.
- Compare and merge spreadsheets.
- Security
- Compare and merge spreadsheets.
- Add password protection for a spreadsheet.
- Remove password protection for a spreadsheet.
- Protect, unprotect cells, worksheet with a password.
- Hide, unhide formulas.

