### 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.

### 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.

### 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.

### 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.

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### 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.