

Excel Tutorial 2: Formatting Workbook Text and Data

- Change fonts, font style, and font color
- Add fill colors
- Create formulas to calculate sales data
- Apply Currency, Accounting, and Comma formats and the Percent style
- Format dates and times
- Align, indent, and rotate cell contents
- Merge a group of cells
- Use the AVERAGE function
- Apply cell styles
- Copy and paste formats with the Format Painter
- Paste Options and Paste Special
- Find and replace text and formatting
- Change workbook themes
- Conditional Formatting
- Highlighting Rules
- Highlighting Cells with Conditional Formats
- Top / Bottom Rules
- Change Margins

Excel Tutorial 3: Calculating Data with Formulas and Functions

- Translate an equation into an Excel formula
- Understand function syntax
- Enter formulas and functions with the Quick Analysis tool
- Enter functions with the Insert Function dialog box
- Using the Function Library to Insert a Function
- Relative and Absolute Cell References
- Use the AutoFill tool to enter formulas and data and complete a series
- Display the current date with the TODAY function
- Use the COUNT and COUNTA functions
- Use an IF function to return a value based on a condition
- Perform what-if analysis using trial and error and Goal Seek

Excel Tutorial 4: Analyzing and Charting Financial Data

- Create an embedded pie chart
- Apply styles to a chart
- Add data labels to a pie chart
- Format a chart legend