

## **The Excel Environment**

Opening a workbook / The Excel 2007 Ribbon / The Quick Access Toolbar / Worksheets / Moving Around a Worksheet and Workbook / Printing a Worksheet / Saving a Workbook File

## **Working with Data: Basic Techniques**

Cells and Ranges / Selecting Ranges / Selecting All Cells in a Dataset Using Shortcut Keys / Selecting All Cells on a Worksheet / Selecting Noncontiguous Ranges / Selecting Cells and Named Ranges / Selecting Otherwise Difficult to Select Cells with Go To Special / Filling Series / Copying and Moving Cell Entries / The Undo Command

## **Increasing Spreadsheet Readability**

Working with Rows and Columns / Making Better Use of Screen Space / Basic Cell Formatting / Basic Number Formats / Conditional Formatting / Formatting and Other Options with Paste Special / Setting Up a Worksheet for Printing

## **Excel Formulas**

Copying Formulas / The AutoComplete Formula Option / Entering Formulas by Pointing / Other Ways to Copy Formulas / Absolute Addressing / Using the F4 Key / Hierarchy of Mathematical Operations / Summation Icon / Editing or Correcting Formulas / Showing the Actual Formula in a Cell / Do-It-Yourself Exercise

## **Useful Excel Functions**

IF Statements / Text Functions / Flash Fill / Basic Date and Time Functions / Range Names / Lookup Functions / Other Lookup & Reference functions / Error Trapping / Rounding Functions / The SUMPRODUCT Function / Modeling Uncertainty in Excel / Excel Financial Functions / COUNT, COUNTA, and COUNTBLANK Functions / Excel Statistical Functions / Conditional Counts / Conditional Sums / Removing Duplicates / Sorting in Excel / Filtering Data / Subtotals / Pivot Tables / Pivot Charts / Conditional Formatting: The Formula Option