

TOTAL TRAINING™ FOR MICROSOFT® EXCEL® 2007- ESSENTIALS

QUICK REFERENCE GUIDE

1 WORKING WITH THE USER INTERFACE 24:54

- 1 Introducing the Ribbon User Interface
- 2 Introducing Workbooks & Worksheets
- 3 Introducing the Formula Bar
- 4 Saving with Different File Extensions
- 5 Customizing the User Interface

2 ENTERING & MANAGING DATA 47:06

- 1 Getting Data into Excel
- 2 Importing Text Files
- 3 Using the Freeze Panes Functionality
- 4 Using the Zoom Functionality
- 5 Using Hot Keys
- 6 Managing Rows & Columns
- 7 Finding Data
- 8 Matching Case & Entire Cell Contents
- 9 Replacing Data
- 10 Finding & Replacing Empty Values
- 11 Sorting Data
- 12 Sorting Multiple Columns
- 13 Filtering Data

3 USING FORMATTING TECHNIQUES 22:45

- 1 Formatting Numbers & Dates
- 2 Formatting Cells
- 3 Setting the Font Type, Color & Size
- 4 Using Borders & Cell Styles
- 5 Adding Shapes & Pictures
- 6 Creating WordArt

4 FORMULA BASICS 33:52

- 1 Constants, Formulas & Cell References
- 2 Understanding the Order of Operations
- 3 Using Formulas with Dates & Text
- 4 Linking Cells & Using Comparison Operators
- 5 Creating an Absolute Reference
- 6 Defining Named Ranges
- 7 Exploring the Function Library
- 8 Using the AutoSum Function

5 USEFUL FUNCTIONS 39:56

- 1 Using the INT Function
- 2 Using the Rounding Function
- 3 Using the ABS Function
- 4 Using the SUBTotal Function
- 5 Using Logical Functions
- 6 Using the AND & the OR Function
- 7 Using LEFT, RIGHT & MID Functions
- 8 Using the UPPER, LOWER, PROPER & TRIM Functions
- 9 Using COUNT Functions
- 10 Using the VLOOKUP Function

6 CREATING REPORTS 33:00

- 1 Creating a Subtotal Report
- 2 Using Conditional Formatting
- 3 Creating & Managing Conditions
- 4 Creating a Chart
- 5 Refining Charts
- 6 Using Basic Chart Types

7 SHARING & DISTRIBUTING YOUR WORK 25:22

- 1 Inserting Headers & Footers
- 2 Adding Comments
- 3 Adjusting Page Layout
- 4 Distributing Your Worksheets
- 5 Protecting Your Worksheets
- 6 Understanding Compatibility

8 TIPS & TRICKS 52:55

- 1 Using the Fill Handle
- 2 Filling in a Series of Numbers
- 3 Typing in Multiple Cells at Once
- 4 Leveraging a Custom List & Transposing a Range
- 5 Deleting & Inserting Blank Cells
- 6 Filling Holes in Your Data
- 7 Getting a List of Unique Records & Parsing Text
- 8 Rearranging Columns & Linking to Multiple Cells
- 9 Using Right Mouse Button Drag Options
- 10 Make Format Painter Persist & Paste Special Formats
- 11 Formatting Portions of Text & Multiple Sheets
- 12 Creating Cell Border Effects & Sorting on Color
- 13 Turning Formulas into Hard Data
- 14 Copy Formula References & Highlight Formulas
- 15 Creating Dynamic Charts & Combination Charts
- 16 Add a Secondary Axis, Average Line & Smooth Line
- 17 Comparing Data Dynamically with Charts
- 18 Final Comments & Credits