

Use Formula

- Add / Subtract / Multiply / Divide
- Modify A Formula
- Use Dates In Calculations
- Use Brackets
- Use Absolute Cell References

Copy Formula / Data

- Copy Using The Fill Tool
- Auto Fill Options
- Copy And Paste Formula
- Copy And Paste Values
- Paste Special Operation
- Paste Special Transpose

Use Functions To Summarise Data

- Use The Status Bar
- SUM
- AVERAGE
- COUNT
- MAX
- MIN
- MODE

Useful 'Little' Functions

- TODAY
- UPPER
- PROPER
- CONCATENATE
- TRIM

Linking

- Link Cells Within A Sheet
- Link Cells Between Sheets
- Insert Formula Between Sheets
- Insert Functions Between Sheets
- Link Conditional Formatting To A Cell

Useful Tools

- Pick From Drop Down Lists
- Create Custom Lists
- Create A Drop-Down List
- Use IF Function To Display A Value
- Use IF Function To Display A Message

Formatting Data

- Number Formatting Options
- Vertical Cell Alignment
- Text Orientation
- Wrap Text
- Shrink To Fit
- Use Format Painter Tool
- Format Using The Fill Tool

Analysing Data

- Filter Data
- Apply Text / Number Filters
- Sort Ascending / Descending
- Sort By 2 Or More Levels

Charts

- Create Charts Within Sheets
- Resize / Move / Delete Charts
- Create Chart Sheets
- Change Chart Formatting
- Insert Data Labels / Graphics
- Insert Secondary Axis

Working With Workbooks

- Insert / Delete Sheets
- Rename / Move / Copy Sheets
- Set Tab Colour
- Enter Data Into Grouped Sheets
- Switch Windows
- Arrange All
- View Workbooks Side By Side
- Synchronous Scrolling
- Split / Freeze Panes
- Hide Columns / Rows

Integration

- Paste Link Data To Word
- Paste Link Data To PowerPoint
- Insert A Word Document As An Object

Presenting & Printing Data

- Insert Headers / Footers
- Print Titles
- Page Break Preview