

## Excel Tips and Tricks

### 1. Excel Basics

- Worksheets
  - Defined
  - Moving
  - Grouping
- Cells
  - Formatting
  - Format Painter
  - AutoComplete
  - AutoCorrect
  - AutoFill
  - AutoFit
  - Cell Selection
  - Hiding
- Pasting Tricks
- Formulas
  - Equations (Point-and-Click)
  - Absolute cell references
  - Function Button
  - Sum
  - SumIf
  - Status Bar
  - Count
  - CountIf
  - Round
  - If
  - Average
  - Min
  - Max

### 2. Excel Intermediate

- Tables
  - Automatic Expansion
  - Column Headers
  - Total Row
- Sorting
- Filtering
- Subtotal
- Conditional Formatting

- Simple Example
- Finding Duplicates
- Sparklines
- Data Bars
- Graphs

### 3. Excel Advanced

- Templates
- Pivot Tables
- Pivot Graphs
- Import External Data
- Protecting Your Workbook
- Macros