

## **REVIEW OF LEVEL I**

- Create Formulas / Create Functions
- Formatting
- Absolute
- Multi-sheet Formulas / Own Window
- Merge & Center
- Add / Delete Rows & Columns
- Move or Copy Sheets
- Header / Footer
- Saving – Sky drive or other cloud drive

## **ADVANCED FORMATTING**

- Rotate Text / Wrap Text
- Format SSN and Phone #
- Indent
- Hiding Rows / Columns / Sheets
- Creating Custom format
- Format Painter
- Paste Special
- Conditional formatting and clear
  - Highlight Cells Rule
  - Icon sets/ top /Bottom rules
  - Data Bars / Manage Rule

## **DATABASE OPTIONS**

- Single and Multilevel Sort
  - Add / Remove a level
  - Sort by Color / Sort by Custom List
- AutoFilter
  - Custom Filters
  - Filter by color
  - Text Filter / Number Filter
- Subtotals
  - 2 levels of subtotals
  - Change SUM/AVG/COUNT
  - Page break between groups
- Remove Duplicates

## **FORMATTING AS A TABLE**

- Format as Table – Ctrl T
- Table Style Options

## **CHARTS**

- F11 / Changing The Type
- Adding Items /Deleting Items /Moving Items
- Sizing the chart
- Formatting Chart Text & numbers
- Adding Additional Data
- Print A Chart/ Preview A Chart
- Move a chart to a different sheet
- Add chart title / Chart layout group
- Change Chart Type
- Sparklines
- Recommended Charts button

## **INSERT SHAPES**

- Arrows
- Shapes
- Text box
- Format

## **FUNCTIONS**

- Simple =IF / Nested =IF
- =AND(IF =OR(IF
- =SUMIF
- =COUNTIF / =COUNTA
- =VLOOKUP / =HLOOKUP
- =TODAY / =NOW
  - Ctrl + ;
- Function Wizard
- Display Formulas in workbook

## **COMMENTS**

- Adding / deleting / removing

## **THEMES**

- Add a theme
- Add a Color/Font theme

## **OTHER PRINTING TOPICS**

- Insert / Remove Page Breaks
- Fit to 1 Page
- Print Titles / Freeze Panes
- Split Window
- View Side by Side

## **DATA VALIDATION**

- Whole numbers
- Manage text length
- Custom Stop messages
- Input Messages
- Using a List

## **WORKBOOK STUFF**

- Worksheet Protection
  - Cell Protection / Password Protect
- Password Protecting files
- Range Names
  - Name Manager
- Text to columns

## **PDF**

- Save As Options