Technology Workshop	Function	I Know How	Command	Lynda.com Course @ MYLMU
Lists and Charts	Creating a List		Basic terminology - column, row, cell references	Essential Training
			Differences between data type - labels vs. values	
			Enter data using Fill Series	
			Enter data using AutoComplete	
			Enter data using Drop Down list	
			Enter data using a Data Form	
			Force a line break within a cell	
			Select, edit, and delete cell contents	
			Insert and delete rows or columns	
			Adjust column widths and row heights	
			Hide and unhide rows or columns	
			Switch data in row and column using Transpose	
			Paste vs. Paste Special	
			Change Excel's views (Normal, Page Layout, Page Break)	
			Freeze panes	
			Split panes	
			View multiple open documents	
Lists and Charts	Formatting Cells		Select cells and ranges (contiguous vs. non-contiguous)	Essential Training
			Select entire rows or columns (contiguous vs. non-contiguous)	Advanced Formatting
			Apply Number, Currency, and Date formats	
			Apply borders and fill pattern to cells	
			Wrap text in a cell	
			Merge and split cells	
			Apply consistent formatting using Format Painter	
			Format cells with Styles	

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			Quickly format a list using Format as Table	
			Format a Table with a Quick Style	
			Format a worksheet using Themes	
Lists and Charts	Formatting a Worksheet for Printing		Set margins, orientation, and paper size	Advanced Formatting
			Set and clear Print Area	
			Insert and remove a page break	
			Set columns or rows to repeat	
			Print selected worksheets	
			Print entire workbook	
			Zoom in and out	
			Copy and rename worksheets	
			Insert Headers and Footers	
			Include page numbering, date, graphics in header and footer	
			Print gridlines	
			Print column and row Headings	
			Scale a worksheet to fit on one page	
			Preview a worksheet	
Lists and Charts	Managing Worksheets		Insert, copy, rename, and delete a worksheet	Multiple Worksheets
			Rearrange worksheets	
			Hide and unhide a worksheet	
			Group or ungroup multiple worksheets	
			Change s worksheet's tab color	
			Navigate between worksheets using Go To	
			Select multiple workshops (contiguous vs. non-contiguous)	

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Technology Workshop	Function	I Know How	Command	Lynda.com Course @ MYLMU
Lists and Charts	Presenting Data Visually		Choose the right chart type for your data	Creating Charts
			Identify different chart objects	
			Create a column chart	
			Create a pie chart	
			Switch to a different chart type	
			Format a chart with a Chart Style	
			Manually format parts of a chart	
			Add data labels, chart title, legend	
			Include a data table below a chart	
			Move and resize a chart	
			Preview a chart	
			Print a chart	
Lists and Charts	Inserting Illustrations		Insert, move, and delete a picture	Essential Training
			Adjust color, brightness, and contrast of a picture	
			Resize, crop, and rotate a picture	
			Apply or clear shadow effects to a picture	
			Apply a Picture Style	
			Compress a picture (PC only)	
			Insert or change a shape	
			Insert a symbol, special character, and WordArt	
			Insert, modify, and delete a SmartArt	
			Change the order of objects in SmartArt	
			Insert, modify, and delete a text box	
			Select a built-in text box	
			Insert, modify, and delete a chart	

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Technology Workshop	Function	I Know How	Command	Lynda.com Course @ MYLMU
			Align or arrange objects	
			Group and ungroup objects	
Basic Functions	Adding Basic Formulas and Functions		Add basic calculations – add, subtract, multiple, divide	Intro to Functions
			Enter formulas manually using math operators	
			Enter formulas using Insert Function	
			Search in the Function Library	
			Use cell references in a formulas	
			Differences between Relative and Absolute cell references	
			Change a relative references to an absolute references	
			Refer to data in another worksheet or workbook	
			Create a SUM formula	
			Create a COUNT formula	
			Create a COUNTA formula	
			Create an AVERAGE formula	
			Create a MIN formula	
			Create a MAX formula	
			Create a CONCATENATE formula	
			Use Paste Special to display calculation results	
			Display formulas on the screen	
			Print formulas	
			Separate cell contents using Convert Text to Columns	
			Sort and filtering data using AutoFilter	
			View calculation results in the Status Bar	

Technology Workshop	Function	I Know How	Command	Lynda.com Course @ MYLMU
Advanced Functions	Adding Advanced Functions		Create a conditional format formula - SUMIF	Advanced Functions
			Create a conditional format formula - COUNTIF	Multiple Worksheets
			Create a look up formula - VLOOKUP	
			Create a look up formula - HLOOKUP	
			Create a conditional logic formula - IF	
			Create a conditional logic formula - Nested IFs	
			Create a math formula - ROUND	
			Use formulas to format text – PROPER, UPPER, LOWER	
			Calculate difference between two dates or times	
			Summarize data using Subtotal	
			Look up data using Conditional Formatting	
			Create custom AutoFilter	
			Define a name for a range or cells	
			Include a range name in a function	
			Remove duplicate cells	
Advanced Functions	Sharing a Workbook		Add comments to a workbook	Essential Training
			Viewing comments from Other Users	
			Print comments	
			Protect a sheet	
			Protect a workbook	
			View workbooks side-by-side	
Summarizing Data	Sorting and Filtering Data		Use AutoFilter to create custom sort order on different columns	
			Use AutoFilter to create custom sort using Text Filter	Data Validation
			Insert a hyperlink to a URL or e-mail address	

Technology Workshop	Function	I Know How	Command	Lynda.com Course @ MYLMU
			Insert a hyperlink to another workbook	
			Find and replace data	
			Find cells with formatting and comments	
			Add data validation to restrict data type	
Summarizing Data	Inserting a Basic PivotTable		Drag-N-Drop fields to create a PivotTable	PivotTables
			Delete and remove a field	Essential Training
			Move fields between column and row	
			Define field setting	
			Change data source	
			Group and ungroup a field	
			Expand and collapse a field	
			Sort a PivotTable	
			Change a Report Layout view	
			Refresh a PivotTable	
			Format a table using PivotTable Style	
			Print a PivotTable	
Summarizing Data	Inserting a Basic PivotChart		Drag-N-Drop fields to create a PivotChart	PivotTables
			Delete and remove a field	Essential Training
			Move fields between column and row	
			Filter data using PivotChart Filter pane	
			Change data source	
			Format PivotChart using Styles and Chart Layout	
			Print a PivotChart	