



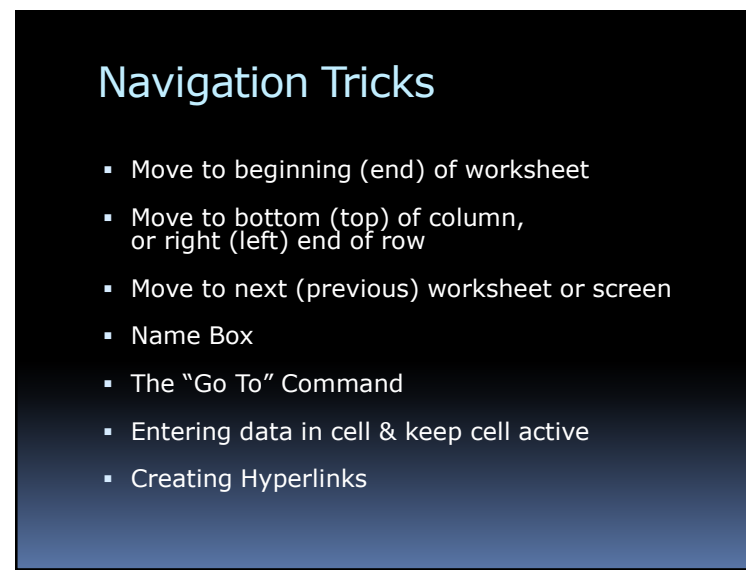
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## Selecting Data

- Select columns or rows of data
- Select all data in a table (Ctrl + A)
- Select rows or columns in an Excel Table
- Named ranges

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## Paste Options

### ***Paste:***

- Formula without Formatting
- Formula with only number formatting
- Formatting without Formula
- Keep column widths
- Link

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## Paste Options (cont.)

### ***Paste:***

- Picture
- Increment values
- Transpose

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## Absolute References

- "The Rule"
- The F4 Key
- Mixed References

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## Entering Data

- Custom Series
- AutoCorrect
- Flash Fill
- Data Validation List
- Data Entry Form
- Insert and configure Form Controls

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## Entering Dates

- TODAY and NOW functions
- Shortcut timestamps
- Formatting Dates

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## Displaying Data

- Format Painter
- Cell Comments and Notes
- Data Validation Input Message
- Strikethrough (Ctrl + 5, Cmd + Shift + X on Mac)
- Show formula cells
- Highlight Duplicate Values
- Autoformat a table (QAT tool)

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## Custom Data Formats

- Hide zeros
- Green positive, Red negative
- Fractions

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## Sparklines

- A tiny chart in a cell that shows a visual trend
- How to Create Sparklines
- How to Format Sparklines

Jan	Feb	Mar	Sparkline
34	43	12	
54	32	21	
21	53	30	

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## Cell Styles

- Applying Cell Styles
- Creating Cell Styles
- Modifying Cell Styles

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## Conditional Formatting

- Applying a Conditional Formatting Rule
- Conditional Formatting Based on a Formula
- Banded Rows [ =MOD(ROW(),2)=0 ]

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## Displaying Data in Charts

- Smoothed Lines
- Display Units
- Rounded Corners
- Insert Picture in Chart

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## Printing

- Print Titles
- Scale to fit
- Center on page
- Custom Header and footer
- Print multiple sheets
- ~~Hide errors~~

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## File Management

- Encrypt a workbook
- Manage workbook versions
- Create Templates
- Find Hidden Items (Inspect Document)

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## Formulas

- AutoSum both columns and rows
- Status bar calculations
- Consolidate
- Fill Justify (Home > Editing > Fill > Justify)
- Combine text (TEXTJOIN)
- Adding and subtracting dates

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## Debugging Formulas

- Show Error cells
- Trace precedence and dependence
- Debugging formulas with the Watch window

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## User Interface

- Quick Access Toolbar
- Custom Tab in the Ribbon
- Text to Speech
- Developer tab
- Disable the Start screen (Options > General)

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## Miscellaneous

- Moving columns or rows
- Remove Duplicates
- Right-click and drag border
- Alt key shortcuts
- Goal Seek
- Quick Sorts

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## Homework

- Write a list:
- The 5 most important tips

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