

CSCI104 – Essential Computing I

Exam 3 – Excel

Review

- Enter & edit cell data
- Create formulas
- Use Auto Fill
- Display cell formulas
- Name, copy & move worksheets
- Add, size, move, copy, paste, hide & delete rows & columns
- Add, move, copy, paste, & delete cells
- Alignment, merging, wrap text, borders, fill & font options
- Number formatting
- Page orientation
- Headers/footers
- Print Options: Fit to one page, Row titles on all pages, Print Area, Page Breaks
- Relative, absolute & mixed cell references
- Insert functions
- Math & date functions: SUM, COUNT, MAX, MIN, AVERAGE, MEDIAN, TODAY, NOW
- IF, VLOOKUP, PMT functions
- Range names
- Insert/add chart
- Move, size, & print chart
- Add/remove chart elements
- Format chart elements
- Chart style & colors
- Modify chart data source
- Sparkline
- Freeze columns/rows
- Sorting & filtering data
- Conditional Formatting