

# Microsoft Excel Level 3



## Use Time Saving Tools

- Use the Quick Access Toolbar
- Use Insert Options
- Use AutoFill Options
- Use the double-click Fill trick
- Use the Format Painter tool to copy the format of a cell
- Use the Format Painter tool to copy the format of a column
- Use the Format Painter tool to copy the format of a row
- Use the Format Painter tool to apply formatting many times
- Use the Format Painter tool to copy the format of an entire sheet

## Use Keyboard Shortcuts

- Apply bold
- Apply strikethrough
- Undo
- Save a file
- Save a file as a new name
- Open a file
- Create a new blank workbook
- Move between worksheets
- Go to cell A1
- Go to last cell in a region
- Go to first cell in a column
- Go to last cell in a column
- Select all data
- Copy a range
- Modify a range
- Fill data in a range
- Insert the sum function
- Insert the date
- Delete a row
- Delete a column
- Insert a row
- Insert a column

## Sort and Filter Data

- Sort data by more than 1 column
- Filter data using a text filter
- Filter data using a number filter
- Filter data using a date filter
- Create a Custom View

## Use Data Validation to Create a Drop-Down List

- Use a cell range to create a drop-down list
- Use static data to create a drop-down list

## Insert Formula Using Cell References

- Insert a formula to link cells within a sheet
- Insert a formula to link cells between sheets
- Insert a formula using data from different sheets
- Use an Absolute Cell Reference

## Insert Formula Using Date Cells

- Use date cells in a formula
- Insert the TODAY Function in a cell
- Insert the TODAY Function in a formula

## Use the SUM Function

- Edit the range of cells used in the SUM Function
- Use the SUM Function to add non-adjacent cells
- Use the SUM Function to add a range of cells in a different sheet
- Use the SUM Function to add a column in a different sheet

## Use the SUMIF Function

- Insert the SUMIF Function using text criteria
- Insert the SUMIF Function using a cell reference as the criteria

## Use the VLOOKUP Function

- Use the VLOOKUP Function to display data within the same sheet
- Use the VLOOKUP Function to display data from a different sheet
- Use the VLOOKUP Function to display data from a different file
- Use Column References within a VLOOKUP Function
- Use the VLOOKUP Function to compare lists of data

## Use the IF Function

- Use the IF Function to display a number
- Use logical operators
- Use the IF Function to display a message
- Use the IF Function to display a blank message

## Use Conditional Formatting

- Create a basic rule
- View / Modify a rule
- Delete a rule
- Link Conditional Formatting to a cell
- Apply more than 1 rule

## Use PivotTables

- Prepare data to be used in a PivotTable
- Insert a PivotTable in a new worksheet
- Insert a PivotTable in an existing worksheet
- Move a PivotTable
- Delete a PivotTable
- Refresh a PivotTable
- Use the Change Data Source tool
- Use a Basic Filter
- Use a Label Filter
- Use a Value Filter
- Insert a Column Field
- Insert Report Filters
- Insert Row Fields
- Collapse and Expand Fields
- Change the Summarize Values By setting
- Use Show Details to display data linked to a value
- Create a PivotChart