



Infotech Performance Group

Software Training with CEU's

Excel Intermediate

INFOTECH PERFORMANCE GROUP

Software Training with CEU's®

760.716.5868

infotech4scripps.com

BRN

Provider approved by the California
Board of Registered Nursing, Provider
#11907,
for 3.5 Contact Hours

For more information on our courses
or consulting services please visit us
on the Web at:
www.infotech4scripps.com

Tips and Tricks for Entering and Editing Data

- Cancel and Enter Buttons
- Moving Data and Deleting Data
- Editing In The Formula Bar
- Autofill/Fill by Example, Custom Lists
- Filling Dates and Date patterns
- Block Before Enter

Formulas and Functions

- Directly entered formulas
- Using the mouse to enter formulas
- Order of Operations
- Function Syntax
- AutoSum
- Inserting Functions
- Copying Formulas
- Common Formulas – Sum, Average, Minimum, and Maximum
- Concatenate, Transpose, Cell Referencing

Printing

- Printing Entire Worksheet Or Selection
- 10 Steps for printing large spreadsheets
- The Page Setup Dialog Box
- Margins
- Header And Footer, Print Titles, Gridlines
- What you need to know to work with a large file

Formatting the Spreadsheet

- Selecting Cells
- Formatting Text
- Center across columns
- Formatting Numbers
- Tear Off Pallets
- Shading and font color
- Draw Borders
- Inserting and Deleting Rows and Columns
- Column and Row Widths