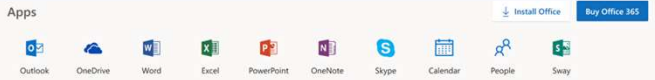


Country	Region	Product	Quantity	Unit Price	Total Price	Discount	Net Price	Tax	Grand Total
USA	North	Product A	100	12.00	1200.00	10%	1080.00	108.00	1188.00
USA	North	Product B	200	12.00	2400.00	10%	2160.00	216.00	2376.00
USA	North	Product C	300	12.00	3600.00	10%	3240.00	324.00	3564.00
USA	North	Product D	400	12.00	4800.00	10%	4320.00	432.00	4752.00
USA	North	Product E	500	12.00	6000.00	10%	5400.00	540.00	5940.00
USA	North	Product F	600	12.00	7200.00	10%	6480.00	648.00	7128.00
USA	North	Product G	700	12.00	8400.00	10%	7560.00	756.00	8316.00
USA	North	Product H	800	12.00	9600.00	10%	8640.00	864.00	9504.00
USA	North	Product I	900	12.00	10800.00	10%	9720.00	972.00	10692.00
USA	North	Product J	1000	12.00	12000.00	10%	10800.00	1080.00	11880.00
USA	North	Product K	1100	12.00	13200.00	10%	11880.00	1188.00	13068.00
USA	North	Product L	1200	12.00	14400.00	10%	12960.00	1296.00	14256.00
USA	North	Product M	1300	12.00	15600.00	10%	14040.00	1404.00	15444.00
USA	North	Product N	1400	12.00	16800.00	10%	15120.00	1512.00	16632.00
USA	North	Product O	1500	12.00	18000.00	10%	16200.00	1620.00	17820.00
USA	North	Product P	1600	12.00	19200.00	10%	17280.00	1728.00	19008.00
USA	North	Product Q	1700	12.00	20400.00	10%	18360.00	1836.00	20196.00
USA	North	Product R	1800	12.00	21600.00	10%	19440.00	1944.00	21336.00
USA	North	Product S	1900	12.00	22800.00	10%	20520.00	2052.00	22572.00
USA	North	Product T	2000	12.00	24000.00	10%	21600.00	2160.00	23760.00
USA	North	Product U	2100	12.00	25200.00	10%	22680.00	2268.00	24948.00
USA	North	Product V	2200	12.00	26400.00	10%	23760.00	2376.00	26124.00
USA	North	Product W	2300	12.00	27600.00	10%	24840.00	2484.00	27308.00
USA	North	Product X	2400	12.00	28800.00	10%	25920.00	2592.00	28496.00
USA	North	Product Y	2500	12.00	30000.00	10%	27000.00	2700.00	29700.00
USA	North	Product Z	2600	12.00	31200.00	10%	28080.00	2808.00	30888.00
USA	North	Product AA	2700	12.00	32400.00	10%	29160.00	2916.00	32076.00
USA	North	Product AB	2800	12.00	33600.00	10%	30240.00	3024.00	33264.00
USA	North	Product AC	2900	12.00	34800.00	10%	31320.00	3132.00	34452.00
USA	North	Product AD	3000	12.00	36000.00	10%	32400.00	3240.00	35640.00
USA	North	Product AE	3100	12.00	37200.00	10%	33480.00	3348.00	36828.00
USA	North	Product AF	3200	12.00	38400.00	10%	34560.00	3456.00	38016.00
USA	North	Product AG	3300	12.00	39600.00	10%	35640.00	3564.00	39204.00
USA	North	Product AH	3400	12.00	40800.00	10%	36720.00	3672.00	40392.00
USA	North	Product AI	3500	12.00	42000.00	10%	37800.00	3780.00	41580.00
USA	North	Product AJ	3600	12.00	43200.00	10%	38880.00	3888.00	42768.00
USA	North	Product AK	3700	12.00	44400.00	10%	39960.00	3996.00	43956.00
USA	North	Product AL	3800	12.00	45600.00	10%	41040.00	4104.00	45144.00
USA	North	Product AM	3900	12.00	46800.00	10%	42120.00	4212.00	46332.00
USA	North	Product AN	4000	12.00	48000.00	10%	43200.00	4320.00	47520.00
USA	North	Product AO	4100	12.00	49200.00	10%	44280.00	4428.00	48708.00
USA	North	Product AP	4200	12.00	50400.00	10%	45360.00	4536.00	49896.00
USA	North	Product AQ	4300	12.00	51600.00	10%	46440.00	4644.00	51084.00
USA	North	Product AR	4400	12.00	52800.00	10%	47520.00	4752.00	52272.00
USA	North	Product AS	4500	12.00	54000.00	10%	48600.00	4860.00	53460.00
USA	North	Product AT	4600	12.00	55200.00	10%	49680.00	4968.00	54648.00
USA	North	Product AU	4700	12.00	56400.00	10%	50760.00	5076.00	55836.00
USA	North	Product AV	4800	12.00	57600.00	10%	51840.00	5184.00	57024.00
USA	North	Product AW	4900	12.00	58800.00	10%	52920.00	5292.00	58212.00
USA	North	Product AX	5000	12.00	60000.00	10%	54000.00	5400.00	59400.00
USA	North	Product AY	5100	12.00	61200.00	10%	55080.00	5508.00	60588.00
USA	North	Product AZ	5200	12.00	62400.00	10%	56160.00	5616.00	61776.00
USA	North	Product BA	5300	12.00	63600.00	10%	57240.00	5724.00	62964.00
USA	North	Product BB	5400	12.00	64800.00	10%	58320.00	5832.00	64152.00
USA	North	Product BC	5500	12.00	66000.00	10%	59400.00	5940.00	65340.00
USA	North	Product BD	5600	12.00	67200.00	10%	60480.00	6048.00	66528.00
USA	North	Product BE	5700	12.00	68400.00	10%	61560.00	6156.00	67716.00
USA	North	Product BF	5800	12.00	69600.00	10%	62640.00	6264.00	68904.00
USA	North	Product BG	5900	12.00	70800.00	10%	63720.00	6372.00	70092.00
USA	North	Product BH	6000	12.00	72000.00	10%	64800.00	6480.00	71280.00
USA	North	Product BI	6100	12.00	73200.00	10%	65880.00	6588.00	72468.00
USA	North	Product BJ	6200	12.00	74400.00	10%	66960.00	6696.00	73656.00
USA	North	Product BK	6300	12.00	75600.00	10%	68040.00	6804.00	74844.00
USA	North	Product BL	6400	12.00	76800.00	10%	69120.00	6912.00	76032.00
USA	North	Product BM	6500	12.00	78000.00	10%	70200.00	7020.00	77220.00
USA	North	Product BN	6600	12.00	79200.00	10%	71280.00	7128.00	78408.00
USA	North	Product BO	6700	12.00	80400.00	10%	72360.00	7236.00	79596.00
USA	North	Product BP	6800	12.00	81600.00	10%	73440.00	7344.00	80784.00
USA	North	Product BQ	6900	12.00	82800.00	10%	74520.00	7452.00	81972.00
USA	North	Product BR	7000	12.00	84000.00	10%	75600.00	7560.00	83160.00
USA	North	Product BS	7100	12.00	85200.00	10%	76680.00	7668.00	84348.00
USA	North	Product BT	7200	12.00	86400.00	10%	77760.00	7776.00	85536.00
USA	North	Product BU	7300	12.00	87600.00	10%	78840.00	7884.00	86724.00
USA	North	Product BV	7400	12.00	88800.00	10%	79920.00	7992.00	87912.00
USA	North	Product BW	7500	12.00	90000.00	10%	81000.00	8100.00	89100.00
USA	North	Product BX	7600	12.00	91200.00	10%	82080.00	8208.00	90288.00
USA	North	Product BY	7700	12.00	92400.00	10%	83160.00	8316.00	91476.00
USA	North	Product BZ	7800	12.00	93600.00	10%	84240.00	8424.00	92664.00
USA	North	Product CA	7900	12.00	94800.00	10%	85320.00	8532.00	93852.00
USA	North	Product CB	8000	12.00	96000.00	10%	86400.00	8640.00	95040.00
USA	North	Product CC	8100	12.00	97200.00	10%	87480.00	8748.00	96228.00
USA	North	Product CD	8200	12.00	98400.00	10%	88560.00	8856.00	97416.00
USA	North	Product CE	8300	12.00	99600.00	10%	89640.00	8964.00	98604.00
USA	North	Product CF	8400	12.00	100800.00	10%	90720.00	9072.00	99792.00
USA	North	Product CG	8500	12.00	102000.00	10%	91800.00	9180.00	100980.00
USA	North	Product CH	8600	12.00	103200.00	10%	92880.00	9288.00	102168.00
USA	North	Product CI	8700	12.00	104400.00	10%	93960.00	9396.00	103356.00
USA	North	Product CJ	8800	12.00	105600.00	10%	95040.00	9504.00	104544.00
USA	North	Product CK	8900	12.00	106800.00	10%	96120.00	9612.00	105732.00
USA	North	Product CL	9000	12.00	108000.00	10%	97200.00	9720.00	106920.00
USA	North	Product CM	9100	12.00	109200.00	10%	98280.00	9828.00	108108.00
USA	North	Product CN	9200	12.00	110400.00	10%	99360.00	9936.00	109296.00
USA	North	Product CO	9300	12.00	111600.00	10%	100440.00	10044.00	110484.00
USA	North	Product CP	9400	12.00	112800.00	10%	101520.00	10152.00	111672.00
USA	North	Product CQ	9500	12.00	114000.00	10%	102600.00	10260.00	112860.00
USA	North	Product CR	9600	12.00	115200.00	10%	103680.00	10368.00	114048.00
USA	North	Product CS	9700	12.00	116400.00	10%	104760.00	10476.00	115236.00
USA	North	Product CT	9800	12.00	117600.00	10%	105840.00	10584.00	116424.00
USA	North	Product CU	9900	12.00	118800.00	10%	106920.00	10692.00	117612.00
USA	North	Product CV	10000	12.00	120000.00	10%	108000.00	10800.00	118800.00
USA	North	Product CW	10100	12.00	121200.00	10%	109080.00	10908.00	120000.00
USA	North	Product CX	10200	12.00	122400.00	10%	110160.00	11016.00	121200.00
USA	North	Product CY	10300	12.00	123600.00	10%	111240.00	11124.00	122400.00
USA	North	Product CZ	10400	12.00	124800.00	10%	112320.00	11232.00	123600.00
USA	North	Product DA	10500	12.00	126000.00	10%	113400.00	11340.00	124800.00
USA	North	Product DB	10600	12.00	127200.00	10%	114480.00	11448.00	126000.00
USA	North	Product DC	10700	12.00	128400.00	10%	115560.00	11556.00	127200.00
USA	North	Product DD	10800	12.00	129600.00	10%	116640.00	11664.00	128400.00
USA	North	Product DE	10900	12.00	130800.00	10%	117720.00	11772.00	129600.00
USA	North	Product DF	11000	12.00	132000.00	10%	118800.00	11880.00	130800.00
USA	North	Product DG	11100	12.00	133200.00	10%	119880.00	11988.00	132000.00
USA	North	Product DH	11200	12.00	134400.00	10%	120960.00	12096.00	133200.00
USA	North	Product DI	11300	12.00	135600.00	10%	122040.00	12204.00	134400.00
USA	North	Product DJ	11400	12.00	136800.00	10%	123120.00	12312.00	135600.00
USA	North	Product DK	11500	12.00	138000.00	10%	124200.00	12420.00	136800.00
USA	North	Product DL	11600	12.00	139200.00	10%	125280.00	12528.00	138000.00
USA	North	Product DM	11700	12.00	140400.00	10%	126360.00	12636.00	139200.00
USA	North	Product DN	11800	12.00	141600.00	10%	127440.00	12744.00	140400.00
USA	North	Product DO	11900	12.00	142800.00	10%	128520.00	12852.00	141600.00
USA	North	Product DP	12000	12.00	144000.00	10%	129600.00	12960.00	142800.00
USA	North	Product DQ	12100	12.00	145200.00	10%	130680.00	13068.00	144000.00
USA	North	Product DR	1						

Obtaining Office 365

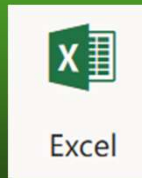
Goto <https://www.office.com/>
Sign in to the MS office site



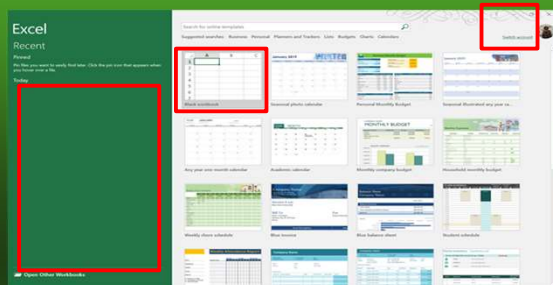
Select Excel and install

On Your Computer ...

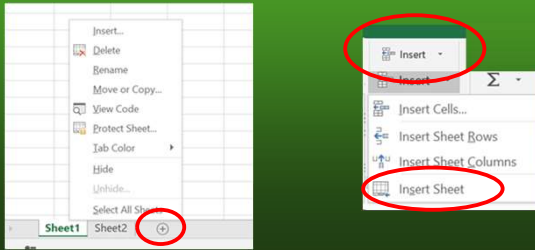
Click on the green
Excel icon on the
Task Bar of your
computer. That will
start the program.
Then follow along.

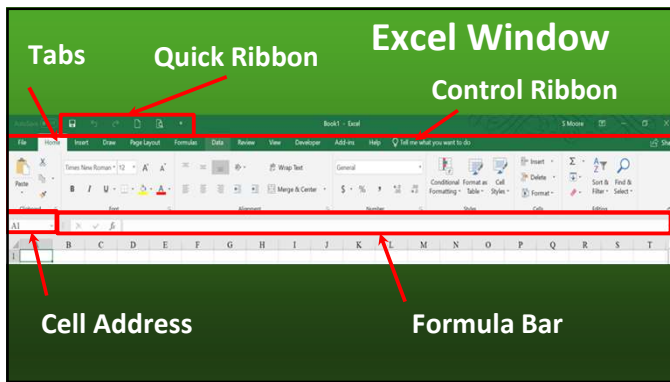


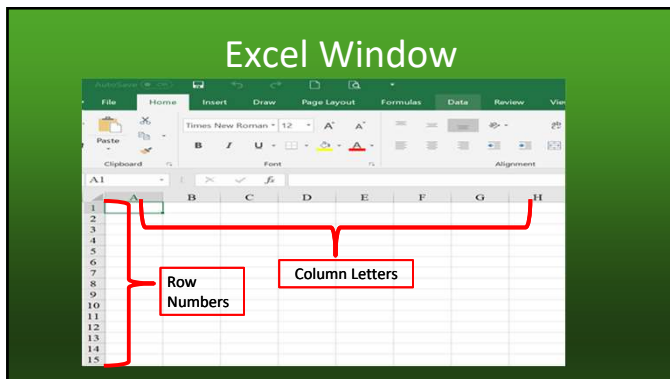
Creating Excel Documents

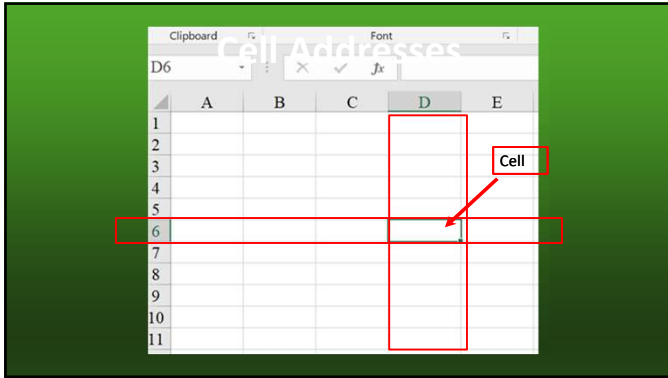


Managing Spreadsheet tabs



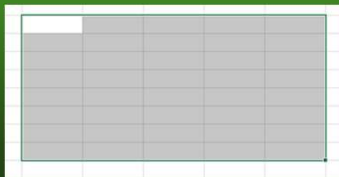
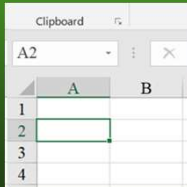




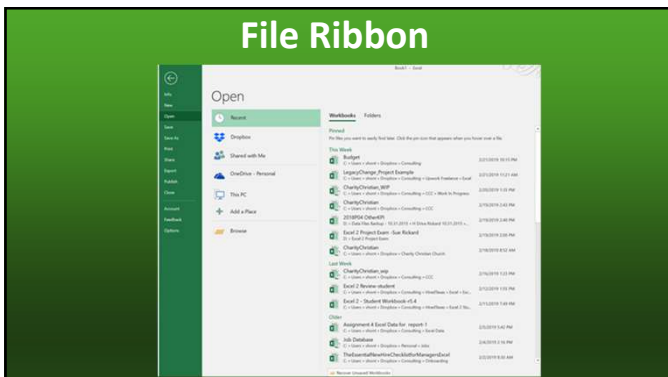


Excel Controls

Single Cell Selection Cell Group Selection

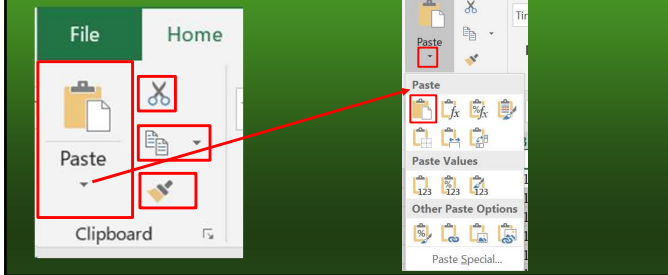


File Ribbon





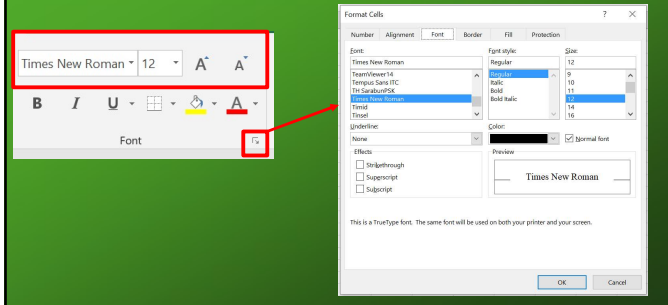
Excel Controls



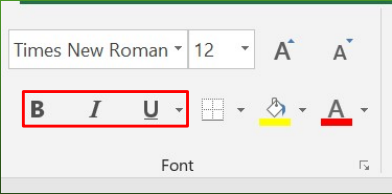
Cut & Paste Practice

- Select Cell **B2**.
- Type **1234** into the cell.
- Click on an **empty cell**.
- Select Cell **B2** again.
- From the **Home Tab** ribbon, select **Cut**.
- Select cell **C3**.
- Click **Paste**

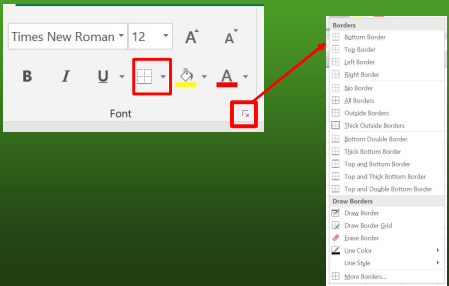
Font



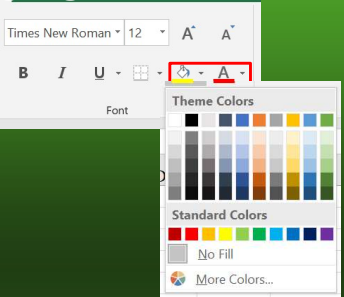
Appearance



Borders



Highlight & Text Color



Font Practice

1. Select cell **B5**.
2. Type your first name into this cell.
3. Select cell **C5**.
4. Type your last name into this cell.

Font Practice Cont'd

1. Select cell **B5**.
2. In the Home tab, click on the drop down arrow next to the font size.
3. Choose size **16**.
4. Your first name gets larger.

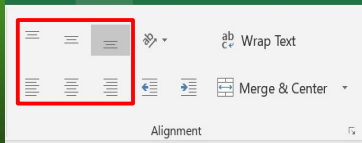
Cell Fill & Letter Color Practice

1. Select cell **C5**, your last name.
2. From the Home tab, select the button for the border.
3. Select the **All Borders** link.

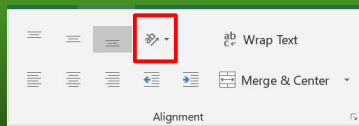
Font Practice Cont'd

1. Select cell **B5**.
2. Click on the **text color** button.
3. Choose **bright red** for the text color.
4. Your first name is in bright red letters.
5. Reselect cell **B5** if necessary.
6. Click on the **bucket icon**. Choose the color **yellow**. That will fill the cell with yellow color.

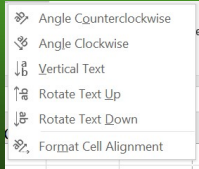
Alignment



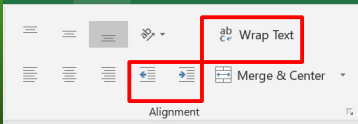
Alignment Cont'd



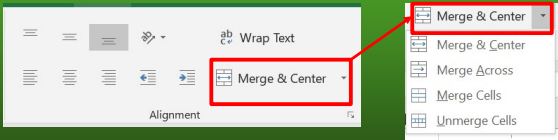
Text Orientation



Alignment Cont'd



Merge and Center

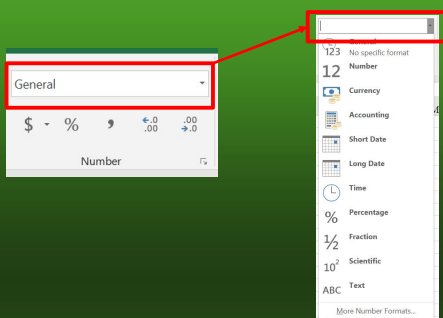


Merge and Center Practice

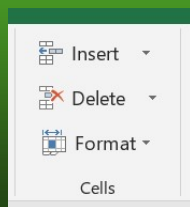
1. Select cells **B5** and **C5** that contain your first and last name.
2. Click on the **Merge and Center** button.
3. Click on the **Merge and Center** link in the dropdown menu.

Note: Notice your last name disappears. Whenever you merge cells, only the data in the upper left cell will remain. The rest is lost. The rest of the commands we will cover as we need to do so.

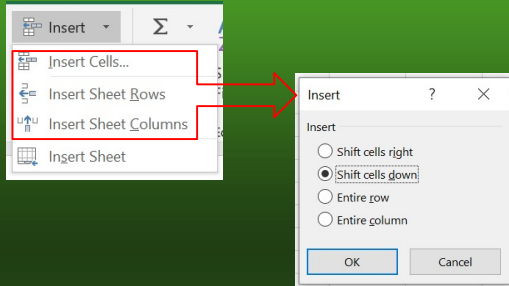
Number Formatting



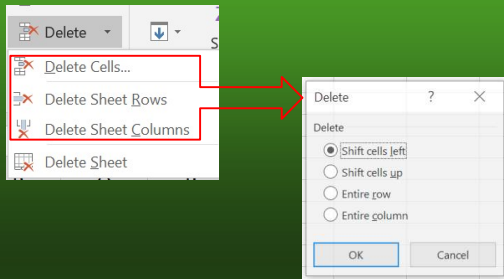
Cells: Insert, Delete, Format



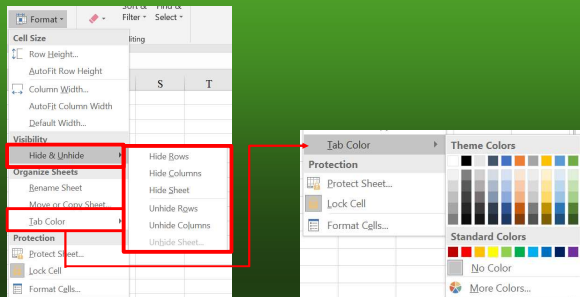
Insert: Cells, Rows & Column



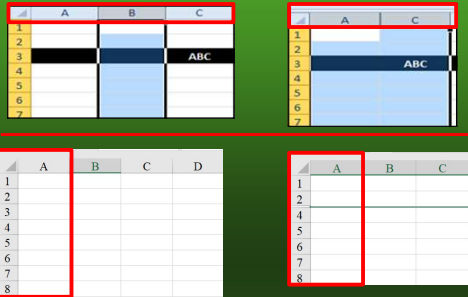
Delete Cells, Rows, Columns



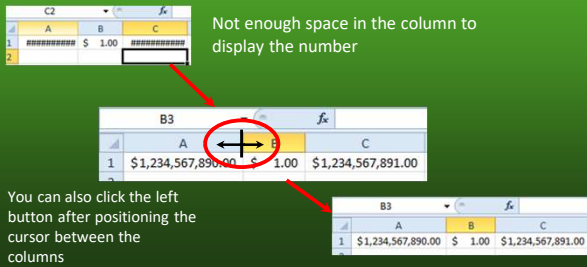
Formatting Button



Hide and Unhide

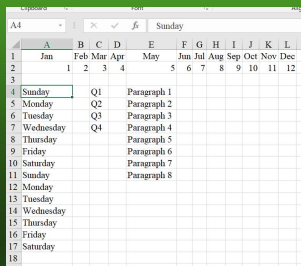


Changing the width of a column



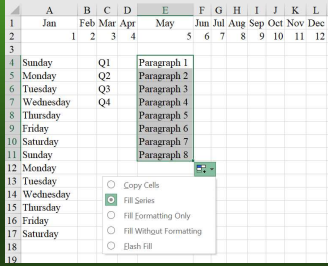
AutoFill

- Automatically fill cells with a sequential series



Autofill Option Dialog

- Allows you to change the operation of autofill.



Adjacent Fills

Automatically fills 2 columns or rows with different series.

1	2	3	4	5	6	7
Jan	Feb	Mar	Apr	May	Jun	Jul

H	I
1	Jan
2	Feb
3	Mar
4	Apr
5	May
6	Jun
7	Jul
8	Aug
9	Sep
10	Oct
11	Nov
12	Dec

$$=a2+b2+c2+d2+e2+f2+g2+h2+i2+j2$$

$$=sum(a2:j2)$$

$$=average(a2:j2)$$

$$=(a2+b2+c2+d2+e2+f2+g2+h2+i2+j2)/10$$

FASCINATING FORMULAS

In the Beginning

=

A Numerical Formula

To enter in a formula you must first enter in the = symbol

D	E	F
		144

Algebraic Notation Formula

=D2*E2

D	E	F
		144
12	12	

Numeric Formula

/ = forward slash
=144/12

	D	E	F
1			
2	12	12	144
3			144
4			12

Algebraic Notation Formula

=f2/d2

	D	E	F
1			
2	12	12	144
3			144
4			12

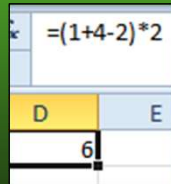
Algebraic Notation Formula

=12^2

	A	B	C	D	E	F	G	H
1								
2				12	12	144		
3						144		
4						12		
5						144		

Numerical Formula

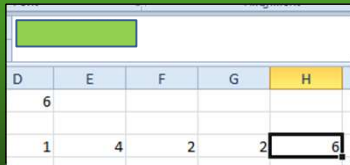
$$=(1+4-2)*2$$



=(1+4-2)*2	
D	E
6	

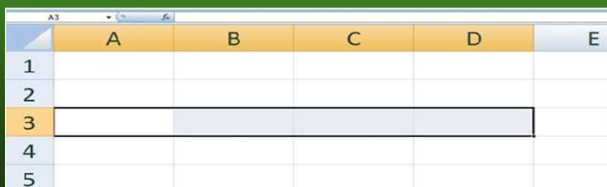
Algebraic Notation

$$=(1+4-2)*2$$

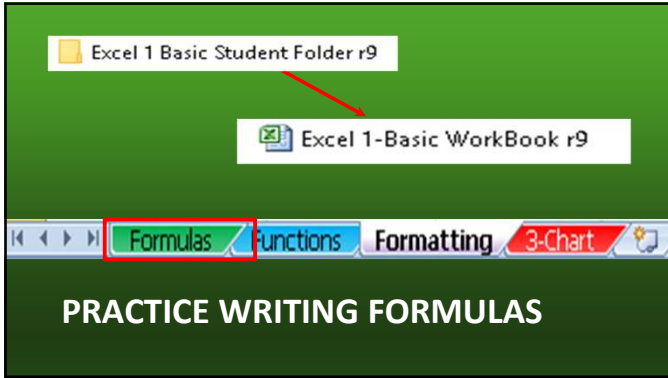


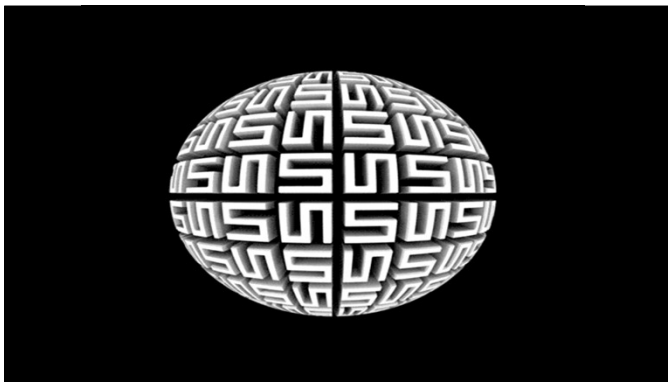
D	E	F	G	H
6				
1	4	2	2	6

Algebraic Notation

$$=a3+b3+c3+d3$$


	A	B	C	D	E
1					
2					
3					
4					
5					





Question

How many ways can you think of to
add this set of numbers?

Prob 1
7
12
17
22
27

Formulas 1 & 2

Ways to write a formula to total the numbers in each of the columns/ rows

$$=7+12+17+22+27$$

OR

$$\text{Column} = A1+A2+A3+A4+A5$$

$$\text{Row} = A6+B6+C6+D6+E6$$

Answer: 85

Formula 3

Write a formula to subtract the first number from the second number

$$=B16-A16$$

Answers: 5

Formulas 4

Add the first two numbers together, then subtract the result from the third number.

$$= A3-(A1+A2)$$

Answer: -2

Formula 5

Write a formula to multiply the first number by the second number

$=A1*A2$

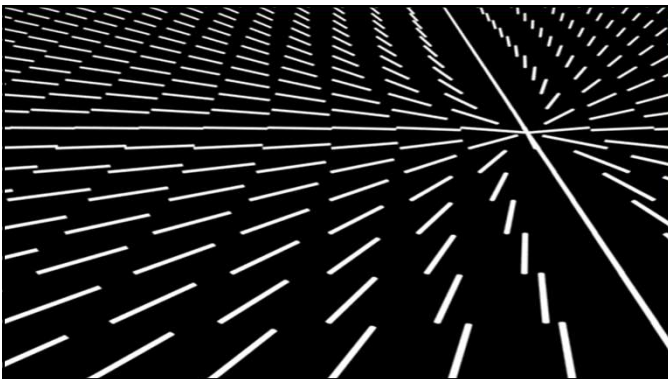
Answer: 84

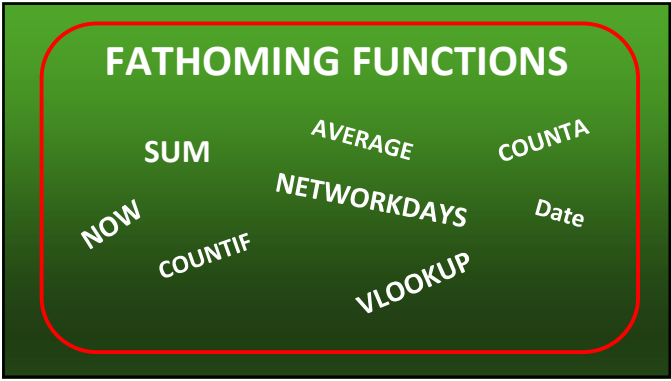
Formula 6

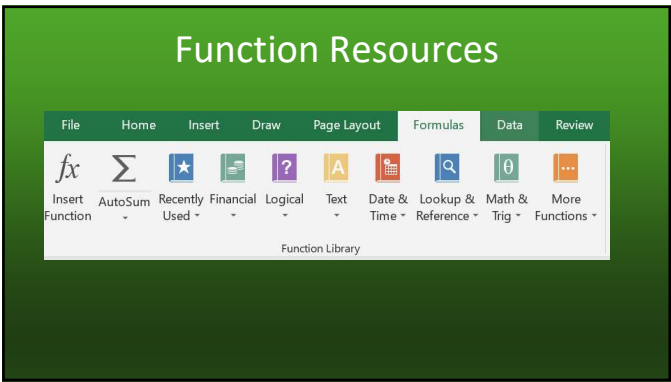
Add the first two numbers together and multiply the result by the third number.

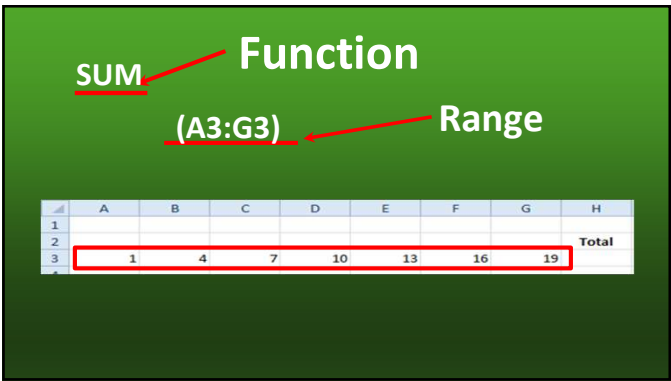
$=(A16+B16)*C16$

Answer: 323



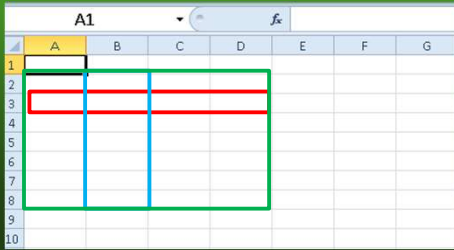






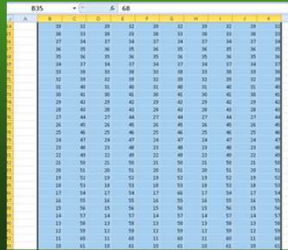
Range

: colon
(A3:D3)
(B2:B8)
(A2:D8)

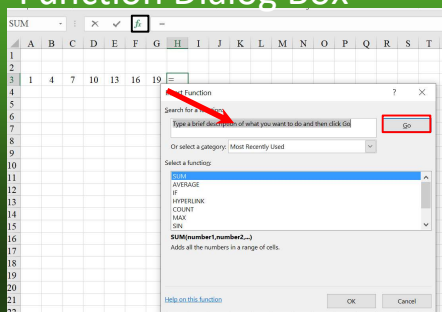


Range Selection

Automatic selection using the Shift Key plus Arrow Key(s)



Function Dialog Box



Function Arguments

The image shows the 'Function Arguments' dialog box for the SUM function. The 'Number1' field is set to 'A3:G3', and the 'Number2' field is empty. The formula bar shows '= (1,4,7,10,13,16,19)'. Below the fields, it says 'Add all the numbers in a range of cells.' and 'Number1: number1,number2,... are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.' The 'Formula result' is shown as '= 70'. There are 'OK' and 'Cancel' buttons at the bottom right.

Function Arguments

The image shows an Excel spreadsheet with columns A through J and rows 1 through 8. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	1	4	7	10	13	16		Total		
4								19 (A3:G3)		
5										
6										
7										
8										

The 'Function Arguments' dialog box is open, showing the 'Number1' field set to 'A3:G3'.

Function Arguments

The image shows an Excel spreadsheet with columns A through J and rows 1 through 21. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	1	4	7	10	13	16		Total		
4								19 (A3:G3)		
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										

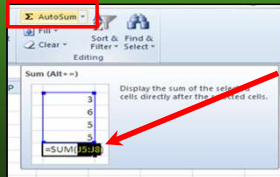
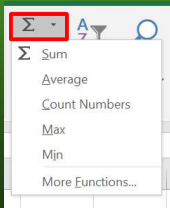
The 'Function Arguments' dialog box is open, showing the 'Number1' field set to 'A3:G3'. The 'Formula result' is shown as '= 70'. There are 'OK' and 'Cancel' buttons at the bottom right.

Results

	A	B	C	D	E	F	G	H
1								
2								
3		1	4	7	10	13	16	Total
4								70

AutoSum

Using a single button on the ribbon, sum these numbers.



Answers: 78, 79

Excel 1 Basic Student Folder r9

Excel 1-Basic WorkBook r9

Formulas **Functions** Formatting 3-Chart

PRACTICE WITH FUNCTIONS

Question

Using a function, find the average of the numbers in the row below that have data.

19		28	37		46	55	64		
----	--	----	----	--	----	----	----	--	--

Averaging

Obtain the average of a row/column of figures.

=AVERAGE(A11:H1)

Answer: 41.5

Date/Time

Using a date and time function, insert today's date and time into cell B8.

=NOW()

VOLATILE FUNCTION

Question

Using a function, count the number of cells in the row below that have data. Do not count blank cells.

19		28	37		46	55	64							
----	--	----	----	--	----	----	----	--	--	--	--	--	--	--

Counting Data

Using a function, count the number of cells in the row below that have data. Do not count blank cells.

`=COUNT(B29:J29)`

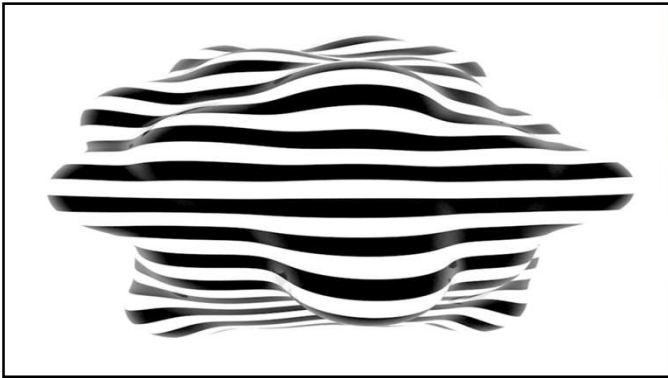
`=COUNTA(B29:J29)`

Answer: 6

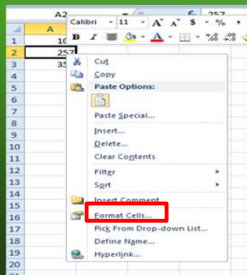
Counting Selected Data

`=COUNTIF(B35:K100,">65")`

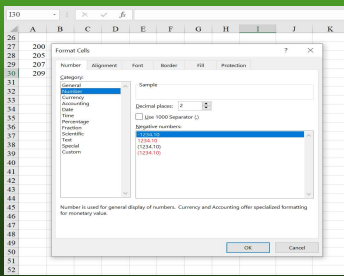
Answer: 31



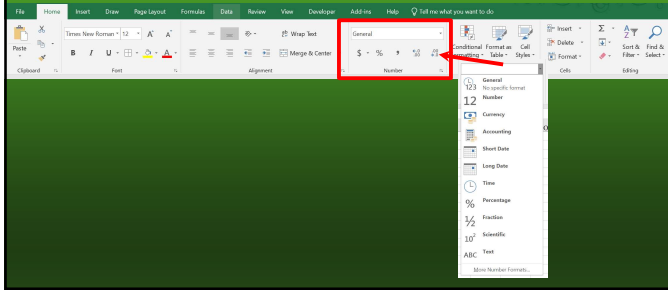
FORMATTING CELLS



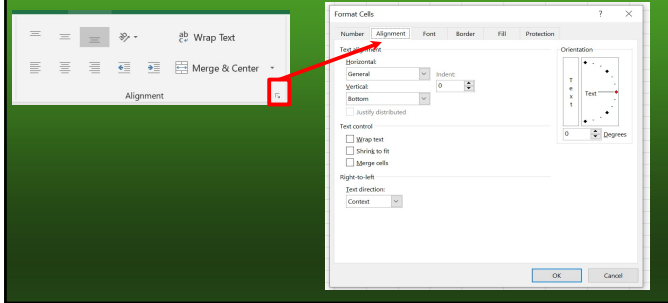
Formatting for Numbers



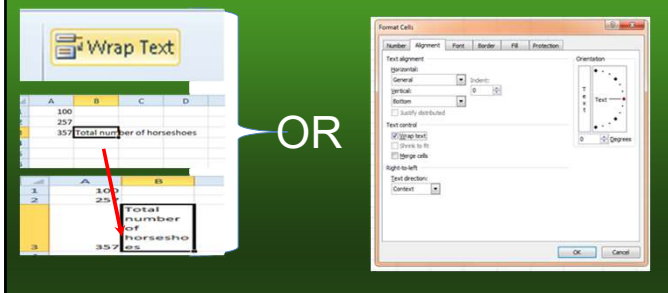
Formatting Numbers cont'd



Text Alignment

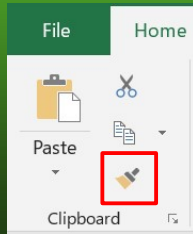


Wrapping Text

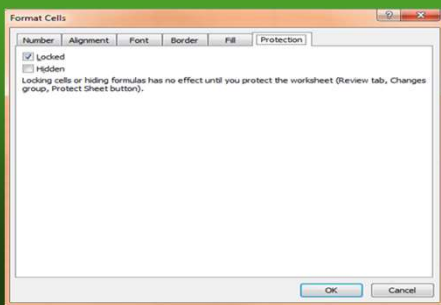




Format Painting



Format Protection



Practicing Formatting

Excel 1 Basic Student Folder r9

Excel 1-Basic WorkBook r9

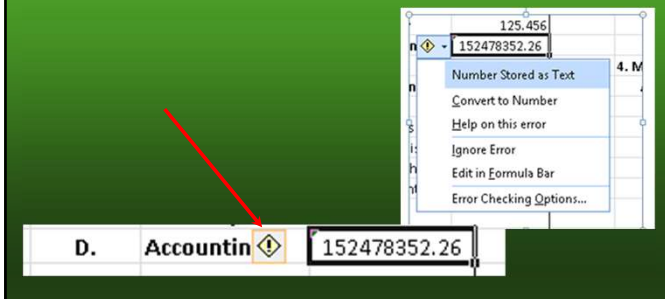


1. Formatting Numbers

1. Format the following numbers as indicated.

A.	General	12512846.2
B.	Percentage	45.28%
C.	Currency	\$125.46
D.	Accounting	\$ 152,478,352.26

Number Formatting Error



2. Aligning Text

2. Align the following text as indicated.

A.	Wrap this text to fit in column.
B.	Shrink this text to fit.
C.	Align Right
D.	Horizontal Center
E.	Bottom
F.	Top
G.	Center
H.	Indent
I.	Orient Up 45

3. Formatting Fonts

3. Format Font Characteristics as indicated		
A.	Use a different font	
B.	Make the font size one size smaller	
C.	<i>Use a bold italic style</i>	

4. Make a Border

4. Make a border		
A.	Around cells K10 and L10	
B.	Outlining the group of cells K11, L11, K12, L 12	
C.	Around each cell in the block K14, K15, L14, L15	

5. Coloring Cells

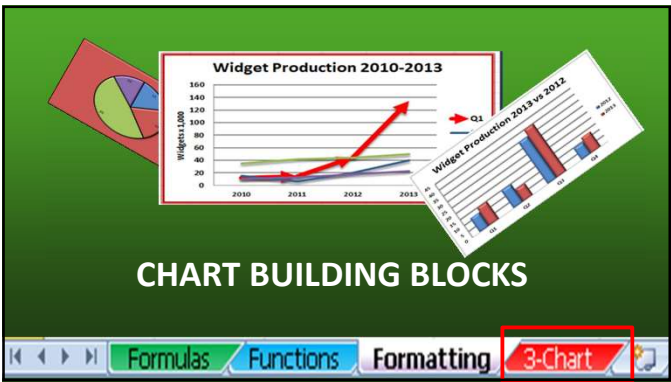
5. Fill the cell with indicated color.		
A.	Cell K18 to red	
B.	Cell K19 to yellow	
C.	Cell K20 to blue	

6. Format Painter

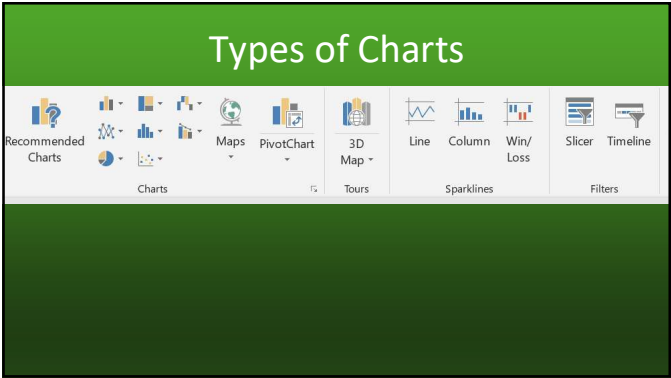
6. Using the Format Painter, copy the formatting in cell F23 to H23, H24, H25.

\$250.00	\$1,245.00					
	\$154,286.59					
	\$486.00					

CHART BUILDING BLOCKS



Types of Charts

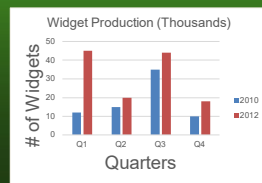


Creating a Column Chart

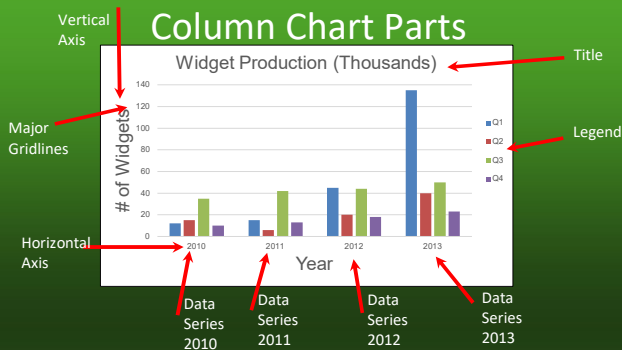
Widget Production (Thousands)					
Quarters	Years				
		2010	2011	2012	2013
	Q1	12	15	45	135
	Q2	15	6	20	40
	Q3	35	42	44	50
	Q4	10	13	18	23

Selecting non-contiguous columns/rows of data for chart

Widget Production (Thousands)					
Quarters	Years				
		2010	2011	2012	2013
	Q1	12	15	45	135
	Q2	15	6	20	40
	Q3	35	42	44	50
	Q4	10	13	18	23
	Total	72	76	127	248



Column Chart Parts



Creating a Column Chart

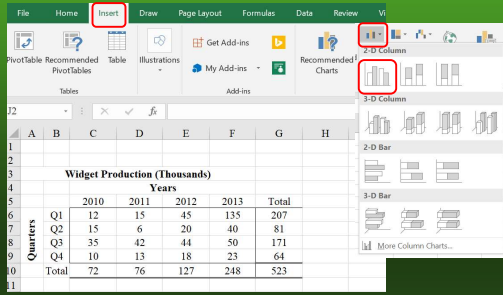
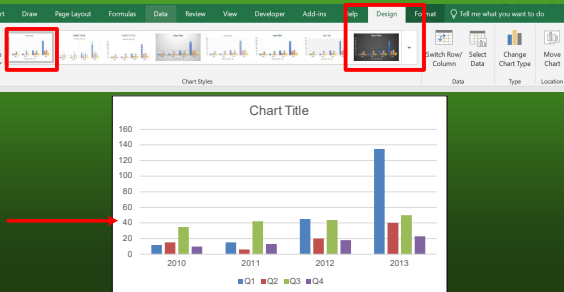


Chart Styles



Adding Elements to Chart

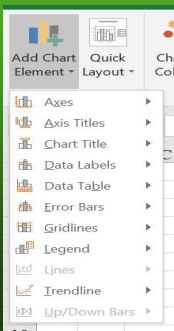
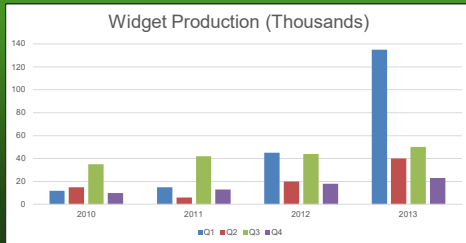
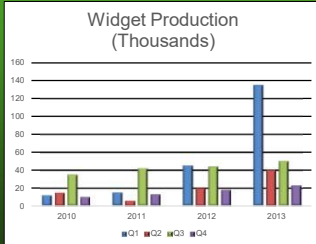


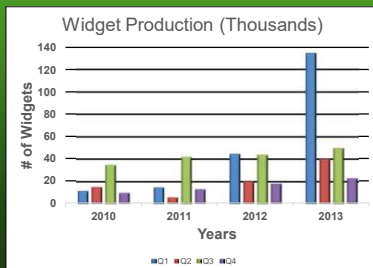
Chart Title



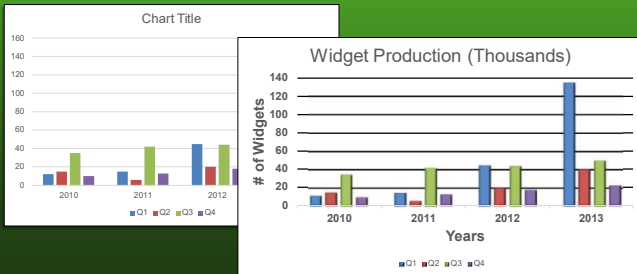
Polishing a Chart



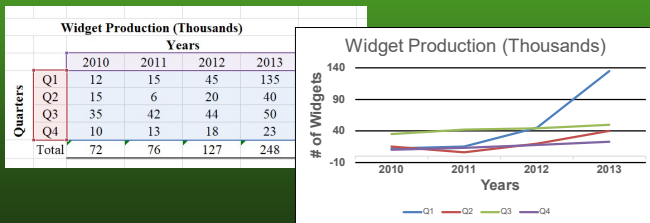
Axis Changes



Finished Chart



Creating A Line Chart



Making Pie (Chart)



Making a Pie Chart

Widget Production (Thousands)						
Quarters	Years					
	2010	2011	2012	2013	Total	
	Q1	12	15	45	135	207
	Q2	15	6	20	40	81
	Q3	35	42	44	50	171
	Q4	10	13	18	23	64
Total	72	76	127	248	523	

Making a Pie Chart

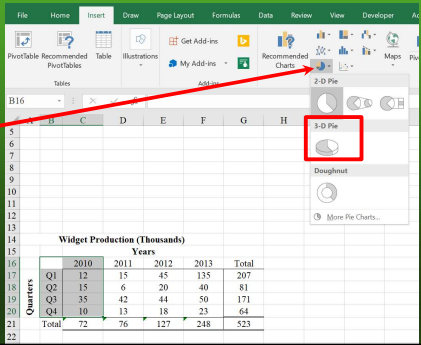


Chart Parts

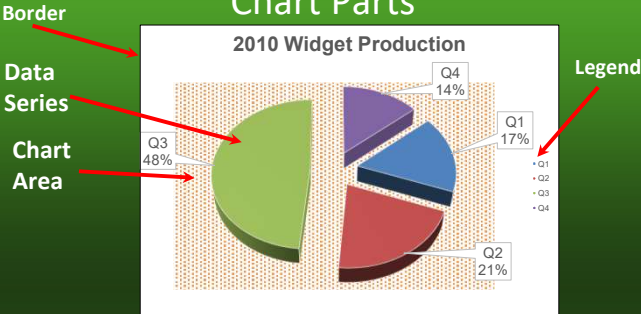


Chart Formatting

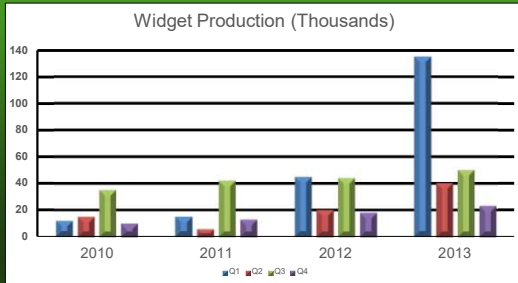
1. Add a border to the chart.
2. Fill the chart area.
3. Add data labels to the data series. Use quarters and percent.
4. Add a 3-D bevel to the data series.
5. Put a black border around the chart area.
6. Add a background color to the chart.
7. Remove the legend.

Enhancing Charts

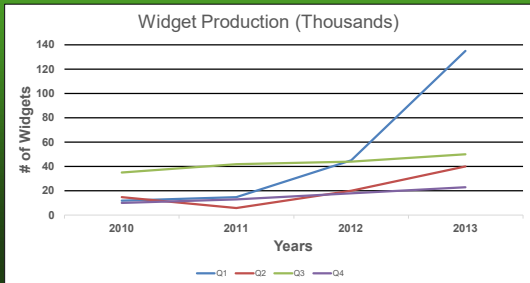
- Create the chart
- Point at an element of the chart
- Right click to get a pop-up dialog box
- Make the needed changes
- Click OK.



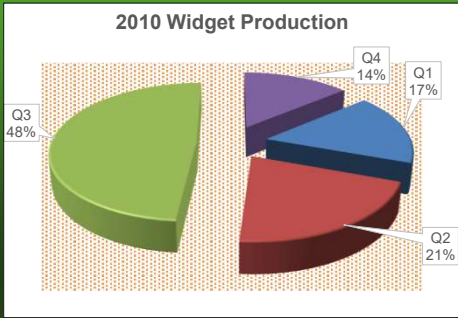
Column Chart



Line Chart



Pie Chart



Excel 1 Basic

- Learn tabs and ribbons
- The parts of an Excel spreadsheet
- How to define ranges
- Using formulas to create basic calculations
- Using Functions
- Formatting Cells
- Create and format line, column and pie charts
