Module 2

1. Selecting, Entering and Editing Data
2. Copying and Auto-Filling Data
3. Formatting Data
4. Using Functions and Formulas
   1. Functions
      1. SUM (alt+=)
      2. (B5) CELL reference
      3. Operators (\*)
      4. 20 Constants
      5. Statistical Cal
         1. Avg
         2. Min
         3. Max
         4. Count (Number of Values in the selected range)
         5. Median
   2. List of error code
      1. #N/a
      2. #Name?
      3. #Null!
      4. #REF!
      5. #VALUE!
      6. #DIV/0!

In this lesson, you have learned:

* There are several features to modify views in Excel, and it is very straightforward to enter and edit data in a spreadsheet.
* You can move or copy data within a worksheet or between worksheets, and you can use AutoFill to automatically enter data that is in a series or that fits a pattern.
* You can format both cells and data in Excel.
* A formula is made up of several component parts, and formulas can perform calculations using numbers directly or by using references to data in the worksheet.
* You can use the Fill Handle in Excel to quickly copy formulas to other cells.
* There are several different categories of function you can use for different purposes, and you can search for a function by name, or by category.
* You can reference cells in the worksheet in your formulas by using relative, absolute, or mixed references.
* You can make a formula absolute by adding a dollar symbol ($) to a cell reference.
* If you get errors in your formulas, you can use the error-checking capabilities of Excel to resolve them.