CHAPTER TITLE	Excel Basics: Getting Started

VIDEO TITLE	Getting Familiar With Excel

1 Excel building blocks include sheets, cells, rows, columns, the ribbon menu, and the formula bar.

2 An Excel workbook is saved with the extension '**.xlsx'.**

3 The most commonly used operations in Excel are **filtering, sorting,** and **conditional formatting.**

Keyboard Shortcuts

⇨ Control + Scroll Mouse - to increase/decrease the cell size

⇨ Control + Z - Undo

⇨ Control + C - Copy

⇨ Control + V - Paste

CHAPTER TITLE	Excel Basics: Getting Started

VIDEO TITLE	Introduction to Formulas

1   To write a formula in a cell, start with the **"="** sign.

2   Use the Format Painter tool to copy and paste formats.

3   **SUM**, **IF** and **SUMIF** are the most commonly used formulas in Excel.

CHAPTER TITLE	Excel Basics: Getting Started

VIDEO TITLE	Formula Behavior

1 Locking referenced cells in a formula helps prevent dynamic changes when the formula is copied or moved to another cell.

2 To lock a column or row reference, put a '**$**' in front of it. You can also use the **F4** key to do the same.

3 You have the flexibility to lock either rows or columns or both.

CHAPTER TITLE	Excel Basics: Getting Started

VIDEO TITLE	Introduction to Tables

Benefits of using Tables in Excel:

1. Named Ranges allow calculations using descriptive names rather than cell references.

2. Formulas will be automatically applied to new rows.

3. Additional features such as slicers, automatic totals, and filters are available.

4. Table headers remain visible when scrolling down, which is useful for large tables.

CHAPTER TITLE	Excel Basics: Getting Started

VIDEO TITLE	Introduction to Charts

1 The "**Recommended Charts**" feature in Excel suggests the most appropriate charts based on the selected data.

2 Converting data into tables allows the automatic addition of new data to charts.

3 The **UNIQUE()** function extracts unique values from a range or array.

| CHAPTER TITLE | Excel Basics: Getting Started |

| VIDEO TITLE | Other Essential Features |

1 **Merge & Center** option combines multiple cells into one cell and centers the content horizontally within the merged cell.

2 **Format Painter** quickly copies and applies cell formatting to other cells or ranges in your spreadsheet.

3 **Format Cells** dialog box helps you customize cell appearance and behavior in your spreadsheet.

4 **Wrap Text** lets you display the cell contents over multiple lines instead of one.

5 Excel provides several **security features** to help protect your spreadsheet from unauthorized access or modification.