

- 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.