Module 1 Skills Documentation

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| **Skill # Sorted** | **Skill Name See instructions for details** | **Worksheet Name or ‘Not in Project’** | **Cells** | **Description** |
|  | Quick Access Toolbar |  |  |  |
|  | Use Autofill w/text |  |  |  |
|  | Autofill w/formulas |  |  |  |
|  | Simple table w/format style |  |  |  |
|  | Simple bar chart |  |  |  |
|  | Data entry form |  |  |  |
|  | Picture w/formatting / screenshot |  |  |  |
|  | Worksheet tab color |  |  |  |
|  | Autofill w/ values or numbers or dates |  |  |  |
|  | Text wrap w/ forced break |  |  |  |
|  | shape w/format modified |  |  |  |
|  | 3 custom number or date formats |  |  |  |
|  | Display a number as a fraction |  |  |  |
|  | Current date using ctrl keys |  |  |  |
|  | Date formula – so it changes when worksheet opened |  |  |  |
|  | Hide columns or rows |  |  |  |
|  | Freeze panes – besides first row or column |  |  |  |
|  | Use =randbetween to create data |  |  |  |
|  | Create a watch window (screenshot) |  |  |  |
|  | View w/ 2 worksheets displayed (screenshot) |  |  |  |
|  | Non-contiguous rows/col for a chart (not bar) |  |  |  |
|  | Copy / paste transpose |  |  |  |
|  | Multi items on a clipboard (screenshot) |  |  |  |
|  | Named range |  |  |  |
|  | Add a note – not a comment |  |  |  |
|  | Change a note’s format – add an image (Windows only) |  |  |  |
|  | Data validation as a ‘comment’ |  |  |  |
|  | filter a table |  |  |  |
|  | Formula w/cell references in another worksheet |  |  |  |
|  | Change a table’s theme |  |  |  |
|  | Merge & center w/ background fill and fancy border |  |  |  |
|  | Sort a table using sort dialog (screenshot) |  |  |  |
|  | Abs & rel cell referencing in one formula |  |  |  |
|  | IF statement to get rid of any potential divide by zero errors |  |  |  |
|  | Count, counta AND countblank formulas |  |  |  |
|  | Mean, Median AND mode formulas |  |  |  |
|  | Percentile formula |  |  |  |
|  | Max, Large AND rank formulas |  |  |  |
|  | Index formula used in a significant way |  |  |  |
|  | Sumproduct used correctly (2 ore more arrays) |  |  |  |
|  | Simple IF |  |  |  |
|  | Multiple condition IF |  |  |  |
|  | IF with OR |  |  |  |
|  | IF with AND |  |  |  |
|  | Sumif or Sumifs formula |  |  |  |
|  | Countif or Countifs formula |  |  |  |
|  | Averageif or averageifs formulas |  |  |  |
|  | VLOOKUP with IFERROR |  |  |  |
|  | HLOOKUP formula |  |  |  |
|  | XLOOKUP with if\_not\_found message included |  |  |  |
| Conditional Formatting | | | | |
|  | Simple criteria |  |  |  |
|  | w/color scales, data bars AND icons |  |  |  |
|  | Based on dates |  |  |  |
|  | Based on a value in another cell |  |  |  |
|  | Highlight values in 1 list that are not in another list (don’t use duplicate feature) |  |  |  |
|  | Highlight like values that appear in 2 different lists (don’t use duplicate feature) |  |  |  |