**Week 1 QC Review**

Know these Commercial, Supply Chain, and Finance terms:

* Sales, Market Share, Customer Acquisition Cost (CAC), Customer Lifetime Value (CLV), Marketing Mix, Brand Equity, Gross Margin
* Procurement, Inventory, Just-in-Time (JIT), Supply Chain Management, Logistics
* Profit and Loss (P&L), Revenue, Cost of Goods Sold (COGS), Gross Profit, Earnings Before Interest, Taxes, Depreciation, and Amortization (EBITDA), Return on Investment (ROI), Cash Flow

Excel Formatting Topics: know what they do, and how you can implement them

* Customizing Height and Width of cells
* Selecting cells
* Copy/paste
* Freeze cells
* Window views
* Merging cells
* Conditional formatting
* Table styling
* Rearranging Cells
* Inserting/deleting rows/columns
* Protection (restricting copying)
* Data Validation

Excel Formulas/Functions

* Formula vs function
  + Function is predefined by Excel, formula is an equation designed by the user
* AVERAGE(), MAX(), MIN(), SUM()
* COUNT(), COUNTA(), COUNTBLANK(), COUNTIF()
* IF()
* VLOOKUP(), HLOOKUP()
* RIGHT(), MID(), LEFT(), UPPER(), LOWER(), LEN(), CONCAT(), TEXTJOIN(), TEXT()
* Errors
  + #DIV/0, #NAME?, #N/A, #NUM!, #NULL!, #VALUE!, #REF!, ####, Circular reference

Developer Tools

* Macros

Pivot Tables

* Creation
* Use
* Pivot Charts
* Slicers

Charts

* Different types
* Components
  + Chart Area
  + Category Axis
  + Value Axis
  + Data Series
  + Category Name
  + Plot Area
  + Legend
  + Chart Title
  + Grid Lines

Example questions:

**1) What file formats can Excel open? What file formats can it save to?**

- .xlxs, .csv, .txt

**2) You would like to copy some data from outside Excel into a workbook, but you don’t want the source formatting to apply. What should you do?**

**3) Differentiate between Absolute cell referencing and Relative cell referencing in Microsoft Excel.**

**4) What do you understand by “freeze panes” in MS excel?**

**5) How to restrict copying a cell from a worksheet?**

**6) Differentiate a formula from a function in excel.**

**7) Discuss how Excel evaluates formulas in terms of the order of operations.**

**8) How can we combine text strings from several cells into one cell?**

**9) What is VLOOKUP in excel? How does the VLOOKUP function work?**

**10) Discuss the functionality of IF() in Excel.**

**11) Discuss the functionality of SUMIF() in Excel.**

**12) How do you create a dropdown list in excel?**

**13) What are wildcards in Excel?**

**14) What is a pivot table? Explain its features?**

**15) How do you create a pivot table? Explain it?**

**16) Differentiate between Pivot charts and standard charts.**

**17) How does a slicer work in Excel?**

**18) Can many tables be used to build pivot tables?**

**19) How can I disable Pivot Tables automatic sorting?**

**20) Is it possible to create a Pivot Table using multiple sources of data?**

**21) How do you identify repeated values in a column?**

**22) Differentiate between COUNT, COUNTA, COUNTIF and COUNTBLANK in Ms-Excel.**

**23) How to add leading zeros to numbers with variable lengths**?

**24) How to Convert values to phone numbers in a specific format?**

**25) How to use LEFT function in Excel?**

**26) How to use RIGHT function in Excel?**

**27) How to use MID function in Excel?**

**28) How to Change the case of text in Excel?**

**29) What is the ribbon in excel?**

**30) What are  the characteristics of a spreadsheet.**

**31) Can we rearrange cells in Excel?**

**32) What is a Horizontal Lookup in Microsoft Excel?**

**33) What are the different charts provided by excel?**

**34) What are the various errors that may occur in excel?**

**35) What is a Pie chart? Describe its features.**

**36) Explain the different components of a chart?**