

Excel Reference Videos

2:44 the Ribbon

3:07 Command groups

4:38 Quick access toolbar

6:36 how to add hidden commands to the quick access toolbar

12:15 File tab

16:40 Account

16:46 Office theme - to change the ribbon's color

19:30 Cell map field - active cell

21:00 21:11 collapse the ribbon

22:18 share tool

24:42 tell me what you want me to do bar

27:00 - Smart Lookup - very cool features that allow you to look up something you don't know without using google.

33:28 Formula bar

34:10 view field

34:22 Zoom field

34:50 scroll bar

36:23 see the furthest row

36:46 See the furthest columns

38:30 Keyboard shortcuts

41:10 Save as shortcut - F12 key

44:55 Enter Key

45:06 Tab key

45:22 Shift+Enter key

45:39 Shift+Tab key

46:15 F2 key

48:16 and 50:17 fixing numbers

52:52 to stay on the cell

54:18 resizing a column and/or row

56:40 Calculating the total (sum)

1:00:38 Calculating the subtotal

1:07:26 Calculating the Average

1:09:20 Calculating tax charges

1:10:20 Autofill to copy a formula

1:13:38 Using absolute value to lock one particular cell's value

1:17:16 Inserting a row

1:20:26 Inserting a column

1:22:12 Cut and Paste cells

1:24:04 Autofilling days of the week

1:24:30 Autofilling dates

1:28:14 Cell Styles

1:34:30 Page Layout - Color theme

1:37:28 Saving your personal theme
1:38:50 Saving a pre-formatted Sheet - Template
1:41:23 Opening up your template
1:45:10 Creating a duplicate worksheet (Ctrl Key + drag to the right)
1:46:10 Renaming worksheets
1:47:10 Changing a Cell and reflect it on all the worksheets (Ctrl + select all worksheet)
1:51:10 Using the freeze panes
1:55:44 Using Custom views
1:56:54 Hiding rows and columns
2:02:06 Using the Spellcheck (F7 Key)
2:03:40 & 2:04:20 Printing the worksheet