ROCKSTAR EXCEL

14 Essential Skills for Excel

To learn more, visit
https://rockstarexcel.com/

Getting Started			
	1	**Absolute basics**	What is a spreadsheet? Cells, rows, columns, sheets, and workbooks. How cells are named (A1). The difference between numbers, text, and formulas. What the ribbon and formula bars are. Changing from read only when you download a spreadsheet.
	2	**Formatting**	Text formatting. Borders. The Format Cells menu. Wrapping text. Resizing rows and columns. Labeling your columns. Merging/unmerging cells. Inserting and deleting rows and columns. Number formats. Copy-paste value. Format painter. Page layout menu. Freezing panes. Print setup
	3	**Basic formulas**	How formulas work. Syntax, arguments, references. Basic arithmatic formulas: +, -, *, /, ^, SUM, AVERAGE

Useful Tools			
	4	**Filters and sorting**	Work with/organize data in easy and sensible ways
	5	**Filling and dragging**	Necessary for building out spreadsheets
	6	**References - Absolute vs. Relative**	The difference between a formula referring to A1 or A1. Vital for creating larger/more complex spreadsheets.
	7	**Useful simple formulas and tools**	MAX/MIN, DAY/MONTH/YEAR, ROUND/ROUNDUP/ROUNDDOWN, TODAY, Transpose, Finding duplicates, common keyboard shortcuts, Hiding, Grouping, working with multiple sheets, Conditional formatting, Find/replace.
	8	**Graphs (optional)**	Creating simple bar, line, or pie charts. Only necessary for certain applications of Excel
	9	**IF formula**	Basic logical statements

Unlocking Excel's Power			
	10	**COUNTIF, COUNTIFS, SUMIF, SUMIFS**	Using simple criteria in powerful ways to analyze data
	11	**Pivot Tables**	A quick automated way to summarize data
	12	**VLOOKUP**	Finding specific data. Referencing tables.
	13	**Text functions (Optional)**	Text-to-columns, &, LEFT, RIGHT, MID, LEN. Only necessary for certain applications of Excel
	14	**Error-checking and corrections**	Check formulas/cells, Common formula errors, dates displayed as numbers, numbers as text, best practices to avoid problems