**Video Topic List For Projects 20 to 40**

Office 2010 Class #20 What Is Excel?, Editing Ribbons and Quick Access Toolbar File Extensions

1. What is Excel? Calculating formulas and Data Analysis
2. Rows, Columns, Cells, Worksheets, Sheet Tab Names, Workbook
3. File extensions (file types): .xlsx, .xlsm, .xls, .xlsb
4. Excel 2010 Ribbons
5. Excel 2010 Quick Access Tool Bar (QAT)
6. How to find features in Excel 2007
7. How to add buttons (Customize) to the QAT Quick Access Toolbar and Ribbons

New Keyboard Shortcut:

none

Office 2010 Class #21: Excel Formulas & Functions: Formula Inputs Numbers or Cell References?

1. Equal Sign
2. Use Cell References for formula Inputs any time a number can change (like payroll data or an interest rate)
3. Numbers that can be typed into a formula (numbers that do not change)
4. Three ways to enter a formula (Mouse, Arrows, Typing)
5. Ampersand = Join Symbol (Shift + 7)
6. Calculating Formula
7. Text Formula
8. Search For Function using Insert Function dialog box
9. EFFECT and PMT finance functions
10. Format Cells Dialog Box
11. Currency Number formatting
12. General Number formatting
13. DOLLAR function for Text Formulas (applies Currency Formatting to number in text formulas)
14. Number Formatting is a façade that sits on the surface of the spreadsheet: the actual item (like a number) in the cell can be different than what you see on the surface of the spreadsheet.

New Keyboard Shortcut:

1. Turn off Dancing Ants = Esc

Office 2010 Class #22: Formulas: Math Operators and Order Of Operations

1. Excel operator symbols
2. Parenthesis is ()
3. Exponent is ^
4. Multiplication is \*
5. Division is /
6. Adding is +
7. Subtracting is –
8. Order of Operations
9. Complete list of how Excel Evaluates formulas
10. Excel 2003: Formula Evaluator: Tools, Formula Auditing, Formula Auditing
11. Excel 2007: Formula Evaluator: Formula Ribbon, Formula Auditing group, Formula Auditing icon

New Keyboard Shortcut:

1. Run Formula Evaluator = Alt, T, U, F

Office 2010 Class #23: Excel Functions and Defined Names

Topics Covered In Video:

1. Functions:
   1. SUM (add)
   2. COUNT (Count Numbers)
   3. COUNTA (Count non-blank cells)
   4. MIN (minimum value)
   5. MAX (maximum value)
   6. COUNTIF (count with a condition or criteria)
   7. SUMIF (Sum with a condition or criteria)
   8. STDEVP (standard deviation for the population)
   9. Compatibility functions
2. How to name a range of cells using Defined Names Feature
3. Insert Function keyboard = Shift + F3
4. Paste Name keyboard = F3
5. Name Manager keyboard = Ctrl + F3
6. Create Names From Selection keyboard = Ctrl + Shift + F3

New Keyboard Shortcut:

1. Insert Function keyboard = Shift + F3
2. Paste Name keyboard = F3
3. Name Manager keyboard = Ctrl + F3
4. Create Names From Selection keyboard = Ctrl + Shift + F3
5. Currency Number Format = Ctrl + Shift + 4

Office 2010 Class #24: Excel Functions COUNTIF & SUMIF Count and Add with one Condition (Criteria)

Topics Covered In Video:

1. Learn how to use the Excel Functions COUNTIF & SUMIF Count and Add with one Condition (Criteria).
2. Create Names From Selection keyboard = Ctrl + Shift + F3

New Keyboard Shortcut:

1. Create Names From Selection keyboard = Ctrl + Shift + F3

Office 2010 Class #25: Excel Cell References: Relative, Absolute, Mixed

Topics Covered In Video:

1. Learn how to create and when to use : Relative, Absolute, Mixed Cell References in formulas

New Keyboard Shortcut:

1. F4 Toggle between the 4 cell references.

Office 2010 Class #26: Orientating Assumption Tables (Formula Inputs) & Cell Ranges in Functions

Topics Covered In Video:

1. Orientating Assumption Tables for Formula Inputs for Maximum Efficiency so that you can use Mixed Cell References
2. How to use Cell Ranges instead of individual cells for Maximum Efficiency (=SUM(F3:H3) instead of F3+G3+H3)

New Keyboard Shortcut:

1. none

Office 2010 Class #27: Excel Stylistic Formatting & Page Setup For Reports

Topics Covered In Video:

1. Center Across Selection, Not Merge and Center
2. Fill Color & Font Color
3. Number Formatting
4. Borders
5. Page Setup: Scaling, Margins, Header and Footer, Set Print Area, Rows To Repeat At Top

New Keyboard Shortcut:

1. none

Office 2010 Class #28: Excel Number Formatting: Formatting As Façade

Topics Covered In Video:

1. Number Formatting as Façade – what you see on the surface of the cell is not always what is actually in the cell
2. Accounting Number Formatting
3. Currency Number Formatting
4. Percentage Number Formatting
5. Date Number Formatting
6. Time Number Formatting
7. Date Math
8. Time Math

New Keyboard Shortcut:

1. Apply General Number Format = Ctrl + Shift + ~
2. Insert Todays Date = Ctrl + ;

Office 2010 Class #29: Excel Basics 10: ROUND Function How And When To Use It.

Topics Covered In Video:

1. When and how to use the ROUND function.
2. You are required to round like with money involved with invoices, taxes or payroll (there are no partial pennies).
3. The formula calculation involves multiplying or dividing numbers that contain decimals (numbers that are being added or subtracted should already be rounded properly).
4. The formula calculation result will be used in a subsequent formula (like SUM function for adding a column of tax calculations).
5. The second argument of the ROUND function = 2, then it rounds to penny
6. The second argument of the ROUND function = 0, then it rounds to dollar

New Keyboard Shortcut:

1. none

Office 2010 Class #30: Excel Date Formulas: Days Invoice Past Due, Loan Maturity Date, Project Length

Topics Covered In Video:

1. Date Number Format (Serial Numbers)
2. Date Math
3. Formula for Days Invoice Past Due
4. Formula for Loan Maturity Date
5. Formula for Length in Days for Project

New Keyboard Shortcut:

1. none

Office 2010 Class #31: Excel Time Number Format & Payroll Time Sheet Calculations

Topics Covered In Video:

1. Learn about Time Number Format (Serial Number)
2. Build a Time Sheet in Excel to add time worked in a day and for payroll

New Keyboard Shortcut:

1. none

Office 2010 Class #32: Percentage Number Format

Topics Covered In Video:

1. Situation 1: Type .03 in cell, then add % format
2. Situation 2: Type 3 in cell, then add % format
3. Situation 3: Add % format, then type 3, Enter
4. Situation 4: Add % format, then type .03, Enter
5. Situation 5: Add % format as you type
6. Situation 6: Type .025, then add % from ribbon

New Keyboard Shortcut:

1. none

Office 2010 Class #33: Excel Charts: Column, Bar, Pie, Line, X-Y Scatter, Sparklines Formatting, Link Labels

Topics Covered In Video:

1. Column Charts
2. Format Chart Elements
3. Add or delete Chart Elements
4. Link Chart labels to cells using the F2 key and the equal sign
5. Adjust Charts
6. Bar Chart
7. Pie Chart
8. Line Chart
9. X-Y Scatter Chart Graph
10. Sparklines – Cell Charts
11. Change Chart Location

New Keyboard Shortcut:

1. Open Format Chart Element keyboard = Ctrl + 1
2. After Chart Label selected, to jump cursor to formula bar keyboard = F2
3. Create Default Chart on Sheet keyboard = Alt + F1
4. Create Default Chart on New Sheet keyboard = F11

Office 2010 Class #34: How Data Must Be Setup To Use Excel Data Analysis Features

How Data Must Be Setup To Use Excel Data Analysis Features: **Table Format Structure**:

1. Field Names (Column Headers) in First Row
2. Records (Individual Transactional Records) must be in rows
3. No Blank Columns, Rows, Fields names. Try not to have blanks in data set.
4. Data set must be surrounded by blank columns and rows and/or Excel Worksheet column or row headers

New Keyboard Shortcut:

1. Select whole table keyboard = Ctrl + \*
2. Jump to bottom of column keyboard = Ctrl + Down Arrow
3. Jump to end of Current Region keyboard = Ctrl + Arrow
4. Jump To Cell A1 keyboard = Ctrl + Home

Office 2010 Class #35: Excel Sort and Filter (Data Analysis)

Topics Covered In Video:

1. Sort with Buttons
2. Sort with Dialog box
3. Sort three columns
4. Sort by Color
5. Filter
6. Filter By Color
7. Filter and Extract Data

New Keyboard Shortcut:

1. Insert New Sheet keyboard = Shift + F11

Office 2010 Class #36: Excel PivotTables Pivot Tables 15 examples

Topics Covered In Video:

1. PivotTables are easy: Just envision the table in advance
2. Field list has fields and areas that you can drag fields to
3. Column Labels – Column Headers
4. Row Labels – Row Headers
5. Value Area – this is where the calculation goes
6. Cross tabulation (row label and column label)
7. Double Click to create new sheet with data
8. Filter area – filters whole report
9. Value Field Settings Dialog box
10. Number Format For Value Field in Value Field Settings Dialog box
11. SUM function
12. Change Function in Value Field Settings Dialog box
13. Average Function
14. Format PivotTable
15. Layout For PivotTable
16. Multiple calculations: just drop field into value area multiple times and change function
17. Change Field Names in Value Field Settings Dialog box
18. Frequency Table to Count
19. Group By Dates

New Keyboard Shortcut:

1. Open PivotTable dialog box keyboard = Alt, N, V, T

Office 2010 Class #37: Excel Table Feature For Dynamic Ranges in Functions, Charts, PivotTables

Topics Covered In Video:

1. Learn how to use the Excel Table Feature to create dynamic ranges for functions, charts and PivotTables.
2. Dynamic means that if you add new records to the bottom of the table (Tab in lower right corner) the ranges in formulas, charts and PT will update.
3. Ctrl + T to create Table

New Keyboard Shortcut:

1. Create Table keyboard = Ctrl + T

Office 2010 Class #38: IF Function Formula Made Easy

Topics Covered In Video:

1. Use IF function to put one of two things into a cell or formulas
2. Logical Formula comes out to be TRUE or FALSE
3. Logical Test is IF functions 1st argument and it comes out to be TRUE or FALSE
4. Then you tell the IF function what you want in the cell if the test is TRUE
5. And you tell the IF function what you want in the cell if the test is FALSE
6. IF function to put one of two numbers in a cell
7. IF function to put one of two words in a cell
8. IF function for bonus
9. IF function for checking if 2 numbers are in balance

New Keyboard Shortcut:

1. None

Office 2010 Class #39: VLOOKUP Function Formula Made Easy (3 Examples)

Topics Covered In Video:

1. See how to use the VLOOKUP function to look up an item in a table and return something to a cell
2. VLOOKUP with Exact Match (Lookup a word)
3. Data Validation List (Data Ribbon tab, Data Tools Group, Data Validation) Keyboard = Alt, D, L.
4. VLOOKUP with Approximate Match (Lookup a number)
5. VLOOKUP for looking up product price
6. VLOOKUP for looking up tax rate
7. VLOOKUP to assign a sales category to a sales number

New Keyboard Shortcut:

1. None

Office 2010 Class #40: SUM Function Keyboard Shortcut for 5000 Rows of Data

Topics Covered In Video:

1. Learn Excel’s best Keyboard Shortcut
2. Auto SUM keyboard = Alt + =
3. Highlight a Column of Numbers keyboard = Ctrl + Shift + Down Arrow

New Keyboard Shortcut:

1. Highlight a Column of Numbers keyboard = Ctrl + Shift + Down Arrow