**Intro To Office 2013 Video Project 20: Excel Basics 02**

**Introduction Project 02**

**Formulas, Charts, Page Setup**

**Goal in video:** Create Net Income Projections Table and Chart that allows easy update.

Topics Covered in Video:

1. Stylistic Formatting
   1. Fill Color
   2. Font Color
   3. Borders
2. Format Cells Dialog box Number tab
   1. Number Formatting
      1. Currency
3. Delete
   1. For deleting cell content, use Delete key, not Right-click Delete.
4. Formulas with:
   1. Formula Inputs are in An assumption Table
   2. Equal Sign
   3. Relative Cell References
   4. Absolute Cell References
   5. \* for Multiplying
5. Charts
   1. Insert Ribbon tab, Charts Group
   2. Default Chart keyboard:
      1. On Current Sheet: Alt + F1
      2. As New Sheet: F11
   3. Add Chart Title and Series Labels: Plus ( + ) symbol next to chart
   4. Move Chart to that it “snaps to cell edge”: Drag chart edge while holding Alt key.
   5. You can link the Chart Title to a cell:
      1. Click on Chart Label and make sure it shows a solid line (not a dashed line)
      2. Click in Formula Bar
      3. Type Equal sign
      4. Click on cell in worksheet that has label
      5. Hit Enter
6. The beauty of Excel:
   1. When formula and chart inputs are changed, everything updates in the workbook!!!
7. Excel’s Golden Rule:
   1. If a formula/chart inputs (like Expenses as a percent of Revenue) can change, put them in a cell and refer to them in the formula or chart with cell references.
8. Page Setup:
   1. Keyboard = Alt, P, S, P
   2. We looked at:
      1. Page tab
      2. Margins tab
      3. Header/Footer tab
9. New Keyboard Shortcut:
   1. Default Chart keyboard:
      1. On Current Sheet: Alt + F1
      2. As New Sheet: F11
   2. Open Format Chart Element Task Pane: Click on Chart Element and use: Ctrl + 1
   3. Reminders of ones we have already learned:
      1. F7 = Spell Check
      2. Ctrl + \* = Highlight current Table (Current Region)
      3. Ctrl + 1 = Format Cells dialog box
      4. Ctrl + F1 = Toggle for Ribbons