**Video Project 28: Excel 2013 Basics 10: Style Formatting**

**Goal in video:** Learn how to format tables and reports with Style Formatting.

Topics Covered in Video:

1. Keyboard to open Format Cells dialog box = Ctrl + 1
2. Style Formatting:
   1. Things like:
      1. Font color
      2. Fill color
      3. Borders
         1. Button in Font group in Home Ribbon Tab
         2. Borders Tab in Format Cells dialog box
      4. Font Tab in Format Cells dialog box underline:
         1. Normal:
            1. Single
            2. Double
         2. Accounting:
            1. Single
            2. Double
      5. Number Formatting is not a Style Formatting
      6. Wrap Text (also called Word Wrap, Text Wrap): Home Ribbon Tab, Alignment group, Text Wrap button
         1. 2 Methods:
            1. Text Wrap button
            2. Manual Method: Alt + Enter
   2. Accounting Templates with proper Borders:
      1. Ctrl + 1 to open Format Cells dialog box
      2. Borders Tab
         1. Select line
         2. Select color
         3. Draw borders
   3. Table Styles
      1. Styles group in the Home Ribbon
      2. With a single cell selected, click on a Table Style & it converts a Proper Data Set to an Excel Table
   4. Add New Cell Style:
      1. Add style to a cell
      2. Go to Styles group in the Home Ribbon and click on the Cell Styles dropdown arrow or “More button” and click on New Style
      3. Name the Style
      4. Use the Format button to add more styles if you want
      5. To use the Cell Style: select cells and apply new style
   5. Built-in Conditional Formatting
      1. Select cells and apply a conditional format from the Styles group in the Home Ribbon
      2. Each cell is evaluated to TRUE or FALSE
         1. TRUE = Formatting applied
         2. FALSE = Formatting not applied
      3. To edit rule, go to Manage Rules
3. New Keyboard Shortcut:
   1. Keyboard to open Format Cells dialog box = Ctrl + 1
   2. Manual Method to add Text Wrap while cell is in Edit Mode: Alt + Enter

**Video Project 29: Excel 2013 Basics 11: Number Formatting**

**Goal in video:** Learn that Number Formatting is a façade. Number Formatting on surface can be different from the ACTUAL number in the cell.

Topics covered in video:

1. Number Formatting:
   1. Number Formatting is a Façade that sits on top of numbers.
   2. With Number Formatting, what you see on top of the cells can sometimes be different than the actual number that is in the cell.
   3. Formulas will not look at the Number Formatting, but instead they will look at the numbers that are actually in the cells, under the Number Formatting. This means that formulas make their calculation on the actual numbers in the cells, not the numbers that you see on the surface of the cells, on the surface of the worksheet.
   4. Examples of Number Formatting:
      1. General Number Formatting:
         1. General Number Formatting = What you see is what is in the cell
         2. Erases all Number Formatting
      2. Accounting Number Format:
         1. Fixed dollar sign (left edge of cell)
         2. Negatives are in parenthesis
         3. Zeros are dashes
         4. Decimals always line up.
      3. Currency:
         1. Floating dollar sign:
         2. You choose how to show negatives
         3. Zeros are zeros
         4. Decimals usually line up
      4. Date
         1. Enter dates with forward slashes (there are other methods also)
         2. Under Dates are serial numbers, which are the number of days since Dec 31, 1899.

Jan 1, 1900 = 1

Jan 2, 1900 = 2

Oct 30, 2013 = 41577

* + - 1. Why? So we can do Date Math!!
      2. Important Formula: Days between dates = Later Date - Earlier Date
      3. Important Formula: Days between dates where start date IS included= Later Date - Earlier Date + 1
      4. Keyboard for today’s date: Ctrl + ;
      5. Built-in function that automatically shows today’s date whenever you open the workbook file: =TODAY() (argumentless function)
    1. Time
       1. Enter time as hour, colon, minutes, colon, seconds, then a space, and AM or PM (there are other methods also)
       2. Time Number Format: Proportion of the 24 hour day

8:00 AM = 8/24 = 1/3 = 0.333333333333333

12:00 PM = 12/24 = 1/2 = 0.5

3:00 PM = (12 + 3)/24 = 15/24 = 5/8 =

* + - 1. Why? So we can do Time Math!!
      2. Important Formula: Hours Worked = (Later Time - Earlier Time)\*24
    1. Increase or Decrease Decimals
       1. Hidden decimals are used in any subsequent formulas.

1. New Keyboard Shortcut:
   * 1. Keyboard to open Format Cells dialog box = Ctrl + 1
     2. Ctrl + Shift + 4 = Currency Number Format
     3. Ctrl + Shift + ` ~ = General Number Format
     4. Keyboard for today’s date: Ctrl + ;

**Video Project 30: Excel 2013 Basics 12**

**ROUND function: When and How to use it in Business**

**Goal in video:** Learn When and How to use the ROUND function in Business.

Topics Covered in Video:

1. We can use the ROUND function to remove unwanted decimals
2. When to use ROUND:
   1. When you are multiplying or dividing decimals and run the risk of extraneous decimals  
      AND  
      you will be using the numbers in subsequent formulas, use the ROUND function.
3. Rules for second argument in ROUND:
   1. Round to penny (hundredths position) use 2
   2. Round to dollar (ones position) use 0
   3. Round to thousands (thousands position) use -3
4. Examples:
   1. Payroll
   2. Invoices
   3. Taxes
5. New Keyboard Shortcut:
   1. None

**Video Project 31: Excel 2013 Basics 13**

**What Can Go Into Formulas: Examples of Formula Elements**

**Goal in video:** Learn how to format tables and reports with Style Formatting.

Topics Covered in Video:

1. Formulas:
   1. Calculations we can make in the cells and other locations.
   2. Examples:
      1. Adding a column of expenses
      2. Adding with one condition
      3. Joining a first and last name
      4. Checking whether two numbers are in balance
   3. All formulas start with an equal sign as the first character in the cell
   4. Formulas elements (things that can go into formulas):
      1. Equal signs
      2. Cell References
      3. Math operators
      4. Comparative operators
      5. Numbers (if the number won't change like 12 for months in a year)
      6. Built-in functions (like SUM, SUMIFS, AVERAGE)
      7. Comparative operators (like > and <)
      8. Join Symbol: & (Ampersand)
      9. Text in double quotes (like "Revenue" or ", ")
2. SUMIF function tip:
   1. Use SUMIF rather than SUMIFS if:
      1. You have only one criteria
      2. The sum range and criteria range are the same
3. New Keyboard Shortcut:
   1. None

**Video Project 32: Excel 2013 Basics 14**

**Math and Order of Operations in Excel Formulas**

**Goal in video:** Learn how to NOT make math errors in Excel formulas by learning the Order of Operations in Math.

Topics Covered in Video:



1. New Keyboard Shortcut:
   1. None

**Video Project 33: Excel 2013 Basics 15**

**Entering Cell References Into Formulas & Ready the Status Bar for Edit Mode Report**

**Goal in video:** Learn how to enter cell references into formulas and ready the Status Bar

Topics Covered in Video:

**3 ways to enter cell references into formulas:**

1. Type. Be careful, though, errors may occur.
2. Mouse: Great for when cell reference is far away.
3. Arrow keys: great for when cell references are close.
   1. As long as "Dancing Ants" are dancing, the arrow keys will keep moving the cell reference.

**4 "Formula Editing Modes" shown in lower left corner of Status Bar**

1. Ready = cell is selected.
2. Enter = Arrow keys will work to put cell references in formulas.
3. Point = Arrows keys are working to get cell reference and "Dancing Ants" are dancing.
4. Edit = Arrow keys will move through formula characters. To get into this mode click I-beam cursor in formula.
   1. When cell is in edit mode for a formula, F2 toggle between Edit and Enter Mode.
5. New Keyboard Shortcut:
   1. When cell is in edit mode for a formula, F2 toggle between Edit and Enter Mode.

**Video Project 34: Excel 2013 Basics 16**

**Flash Fill (New in Excel 2013)**

**Goal in video:** Learn how to use Flash Fill to

Topics Covered in Video:

1. Flash Fill = Program by example
   1. You give Excel one or more examples to the right of your data, and it tries to figure out what you want.
   2. If Excel can see your "Pattern", it will perform the action
   3. Actions include:
      1. Combine, Extract, Insert, Reverse
   4. Flash Fill works on” Text, Numbers, Dates, Times
   5. Keyboard to run Flash Fill: Ctrl + E
   6. Flash Fill is in the Data Tools group in the Data Ribbon Tab
2. New Keyboard Shortcut:
   1. Flash Fill; Ctrl + E