

Computer Literacy

Microsoft Excel

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Top 10 of Excel Features

- ① Excel Formulas
- ② VBA Macros & Automation
- ③ Pivot Tables
- ④ Lookup Formulas
- ⑤ Excel Charts
- ⑥ Sorting & Filtering Data
- ⑦ Conditional Formatting
- ⑧ Dropdown validation & Form Controls
- ⑨ Excel Tables & Structural References
- ⑩ Powerpivot, Data Explorer & Data Analysis

<http://chandoo.org/wp/2013/04/16/learn-top-10-excel-features>



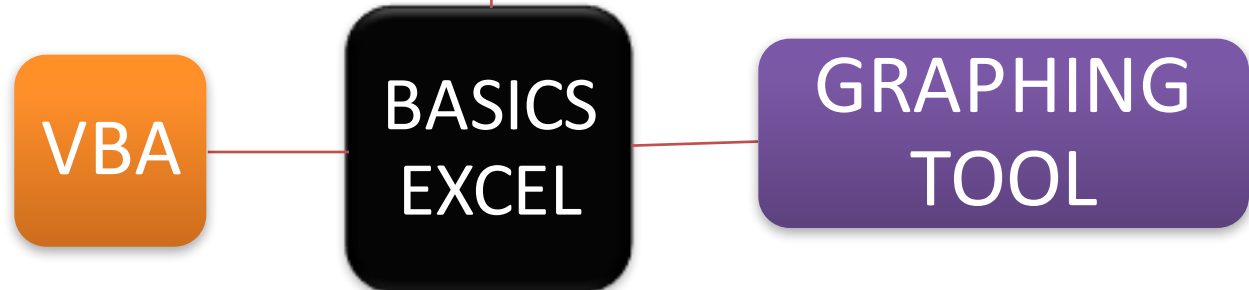
TYPE-IN

POINT/
REFERAL ENTRY

FUNCTION ENTRY



COMPUTATION



**BASICS
EXCEL**

VBA

**GRAPHING
TOOL**



DATA MANAGEMENT

Automate

Plotting

- In this course:
1. Computation
 2. Data Management + Graphing Tool
 3. VBA

- Export Data
- PreProcessing
- Table Summary:
- Pivot Table
- Lookup Table

EXCEL BASIC 101

- **DATA ENTRY**

TYPE-IN

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FUNCTION
ENTRY

PIVOT TABLE

Reference

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