

REVIEW FOR LIT 2 EXAM

EXCEL (45%):

- Open a File, Save a File into a New Folder and Save a Workbook, Close Workbook
- Enter and Edit Text & Numbers, Spell Check
- Columns and Rows:
 - Change Column Width, Row Height,
 - Column & Row AutoFit
 - Move Columns and Rows
- Formatting:
 - Bold, Italic, Underline
 - Text Align (Horizontal: Center, Right, Left; Vertical: Top, Bottom, Middle; Merge & Center)
 - Number formatting: Decimal, Accounting, Currency, Decimal Places, Percent, Comma Style
 - Date Formatting
 - Conditional formatting
 - Format Painter
 - Cell Borders
- Formulas/Functions:
 - How to Add (+) and Subtract (-) cells in a formula
 - MIN, MAX, AVERAGE and SUM
 - SUM more than one column at a time
 - Editing formula/function with mouse and keyboard
 - Inserting a Formula using the Formula Bar (REMEMBER: all formulas/functions start with an equals sign '=')
 - Difference between formula & function
- Copy/Paste, Move and Delete Cells /Cell Groups
- Worksheets: Select All, Insert, Delete, Rename
- Charts:
 - Inserting Chart from Selection
 - Changing Chart Range
 - Chart Style and Layout, Chart Title
 - Move and Adjust Size
 - Switch columns & rows
 - Selecting the Vertical or Horizontal Axis
- Printing (Single/Active Sheet and Whole Workbook) and Print Preview
- Page Setup:
 - Custom Header and Footer
 - Center Table Horizontally on Page
 - Page Orientation (Portrait/Landscape)

EXCEL TABLES (45%):

- Open a File, Save a File into a New Folder and Save a Workbook, Close Workbook
- Columns and Rows:
 - Insert/Delete Columns and Rows
- Formulas/Functions:
 - How to Multiply (*) and Divide (/) cells in a formula
 - COUNTIF
 - IF
 - NOW
 - Copy formulas/functions
- Tables:
 - Create a Table
 - Convert Table to Normal Range
 - Sorting the Table
 - Filter the Table
 - Clear Table Filter
 - Add/Remove Total Row
 - Table Styles
- Use the Fill Handle
- Freeze/Unfreeze Rows

DATABASE (10%):

- How to use Boolean Operators (AND, OR, and NOT) and Wild Cards (* and ?)
- Subject Terms, Keywords, Keyphrases
- Refining a search
- Venn Diagrams