

The Sharper Turtle

Microsoft Excel Tutorials (5/8/18)

Basics

- [Understanding the basic screen layout](#)
- [Performing basic data entry](#)
- [Entering basic math formulas](#)
- [Changing basic cell formatting](#)
- [The difference between ranges and tables](#)
- [Adjusting row height and column width](#)

Import and Export

- [Importing TXT and CSV \(comma separated value\) files](#)
- [Exporting all or parts of a workbook to one PDF file](#)
- [Splitting text lines \(with commas, tabs, or identical lengths\) into columns](#)

Basic formulas

- [Using the AutoSum formula](#)
- [Understanding the math order of operations](#)
- [Basic use of the IF statement](#)
- [Copying cells and absolute reference](#)
- [Pasting a range name into a formula](#)
- [Tracking down errors and dependencies with audit tools](#)
- [Identifying cells containing formulas, blank cells, objects, etc.](#)

Using Names and named ranges

- [Assign names to a cell or range so you don't have to use coordinates like A1:A21](#)
- [Edit, change, or delete cell names](#)

Copy and paste

- [Copy cells in various formats, including transpose](#)

Printing

- [Print headers and footers on your sheet or repeat rows and columns on multiple pages](#)
- [Use outlines to compress rows, columns, or both when viewing and printing reports](#)
- [Avoid printing orphaned columns](#)

Document encryption

- [Protect or unprotect an Excel document with a password](#)

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Time Saving Tips

- Two common formula mistakes
- Format cells quickly using styles
- Simplify data entry using the Form Tool
- Separate first, middle and last names into columns
- Split full name into 3 columns with Flash Fill
- Find data with VLOOKUP
- Find data with INDEX and MATCH formulas
- Add *selected* rows in a table

Formatting cell contents

- Perform intermediate formatting
- Quickly format of cell range or table
- Format numbers
- Enter and format cells with dates
- Copy styles to other Excel workbooks
- Change the case of text (Upper case, lower case, capitalize first word)

Data management

- Easy way to control data input
- A quick method for sorting data in your tables
- Using data validation to prevent users from entering invalid information
- Make sure dates will be within a selected range
- Restrict data to a drop-down list of options that you create
- Comparing cells that may contain invisible leading or trailing spaces or extra spaces between words
- Create two entry fields for month and day that are drop down where the day range is tied to the days in that month
- Prevent others from opening your Excel file without a password or controlling what changes others can make to all or parts of a worksheet

Practical Projects

- Creating a time sheet
- Create a mail-merge in Word with Excel data
- Avoiding negative number results
- Track simple debt payoff
- Calculate multiple loan scenarios
- Set up a variable loan
- Calculate investment interest

Text

- Compare the contents of two cells containing text

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- [Change the case of text cell letters](#)
- [Find cells with odd fonts and reformat with Replace command](#)

Charts

- [How to make a quick chart from a table](#)
- [How to create and customize charts easily](#)

Analysis

- [How to do what-if analysis with one-way data tables](#)

Arrays

- [Arrays - part 1 = fill rows and columns, use total, minimum with multiple columns](#)
- [Arrays - part 2 = total multiple columns with an array, count characters in multiple cells, multiply 2 sets of numbers](#)
- [Arrays - part 3 = define an array constant, generate consecutive integers, transpose arrays, select an item from an array](#)
- [Arrays - part 4 = sum highest or lowest values, find text cells, compute average and ignore zeros](#)
- [Arrays - part 5 = Locate highest value, find non-matching values, return row and column address of result](#)
- [How to find matching numbers in two tables](#)
- [An Excel tool that removes duplicates and near duplicates in a table](#)

Pivot Tables

- [Let Excel create a pivot table for you](#)
- [Pick a pivot table that is recommended and tweak what is displayed](#)
- [Manually create a pivot table and what information to track](#)
- [Quickly format your pivot tables](#)