



		Using slicers
		Filtering in charts
	Filtering tables 2	Hiding duplicates using a filter
		Filtering by cell colors
		Filtering data records in tables
		Applying special filters
		Displaying Report Filter Pages of PivotTable
Formatting	Styles and templates	Creating Styles
		Assigning Styles
		Creating a Template
		Using Templates
	Formatting numbers	Showing and hiding decimal places
		Formatting numbers as text
		Custom number format
	Formatting cells	Automatic line break
		Manual line break
		Aligning cell content
		Applying a format to multiple cells
		Making row and column names visible
	Conditional formatting	Conditional formatting
		Rules for highlighting cells
		Managing conditional formatting rules
		Multiple Conditional Formattings in a range
		Using data bars
Formatting pages	Setting a page break with the mouse	
	Setting a page break using the ribbon	
	Changing page orientation	
Formulas and functions	Formula basics 1	Structure entry of formulars
		Calculating with formulars and cell references
		Using names in formulas
		Deactivating table names in formulas
		Copying formulas with relative references
	Formula basics 2	External cell reference
		Updating External References Automatically
		Updating External References Manually
		Absolute references
		Finding circular references
	Simple formulas	Subtract
		Multiply
		Divide
	Simple functions	Entering a function
		Using the function Wizard
		Using the function SUM
		Using the function AVERAGE
		Using the function IF
		Using the SUMIF function
		Using the ROUND function
		Using the COUNT function
		Using the COUNTIF function
		Add subtotal
		Charts
Overview of the chart tools		
Using chart styles		
Creating a chart template		
Inserting a chart		
Copying charts		
Editing a chart	Changing the chart type	
	Formatting a chart caption	
	Changing the position and size of charts	
	Changing the chart size to specific values	
	Moving a chart	
	Deleting a chart	
	Hiding grid lines in the chart	
Editing chart elements	Adding and removing chart elements	
	Adding a chart title	
	Editing a chart title	
	Deleting the chart title	
	Adding a data label	
	Formatting chart elements	
Sparklines	Adding Sparklines	
	Formatting sparklines	
	Win-loss sparkline	
	Showing the high and low point in sparklines	
	Deleting a Sparkline	
Finishing touches	Reviewing and corrections	Making duplicate entries visible
		Switching off error checking
		Removing duplicates

		Undoing actions
		Rectifying logical errors
		Activating spell check
		Checking errors in calculations
	Preparing for printing	Opening print title settings
		Setting Print Title
		Setting print area
		Configuring headers and footers
	Printing	Printing a table
		Printing comments
		Working with various views
		Quick Print
	<b>6 Chapter</b>	<b>25 Section</b>