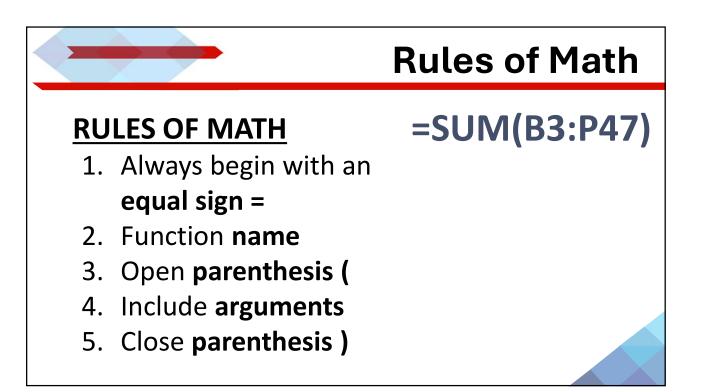
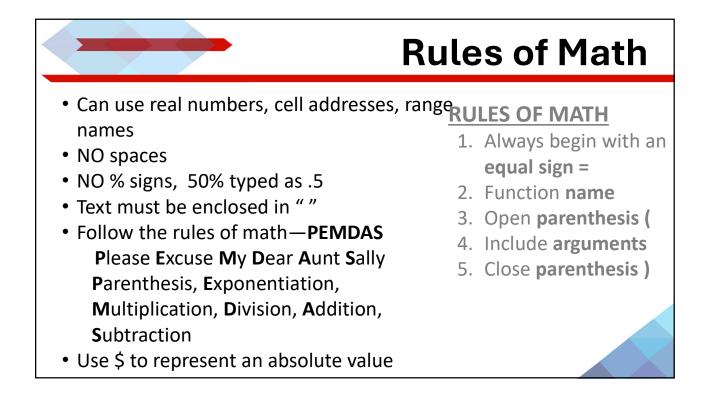


	oolkit #1 Outline
 Data Entry & Formatting Essentials 1. AutoFill Patterns 2. Fill Handle Custom Lists 3. Flash Fill 4. Text to Columns 5. Conditional Formatting 	 Basic Data Organization & Structure 1. Freeze Panes 2. Sorting 3. Filtering 4. Go To Special
Essential Functions for D 1. AUTOSUM 2. IF 3. CC	





	Rules of Ma	th
RULES OF MATH 1. Always begin with an equal sign = 2. Function name		
3. Open parenthesis (NESTED FUNCTIONS: IF Grading Example	
 Include arguments Close parenthesis) 	A = 90-100% B = 80-89% C = 70-79% A nested function includes more than one function	
 Can use real numbers, cell addresses, range names NO spaces NO % signs, 50% typed as .5 Text must be enclosed in "" 	D = 60-69% Student 1 97% =IF(B7>=0.9,"A",IF(B7>=0.8,"B",IF(B7>=0.7,"C",IF(B7>=0.6,"D"	"F"))))
	Student 2 30% F Student 3 81% B	- ////
	Student 4 92% A	
 Follow the rules of math—PEMDAS Please Excuse My Dear Aunt Sally Parenthesis, Exponentiation, Multiplication, Division, Addition, Subtraction Use \$ to represent an absolute value 	Student 5 63% D	

