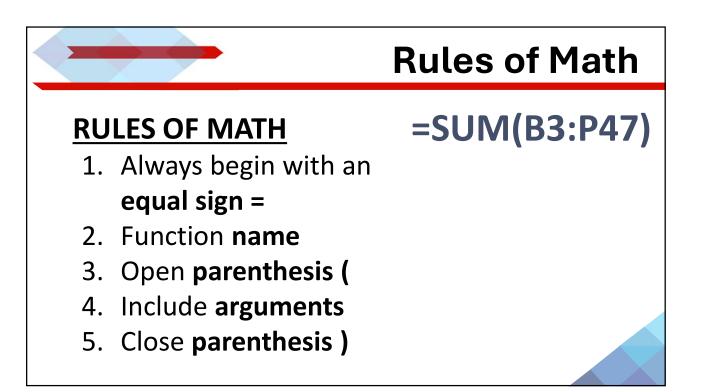
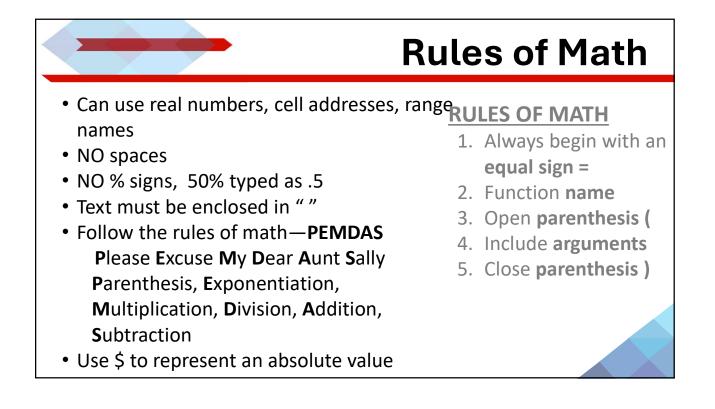


	oolkit #1 Outline
<ul> <li>Data Entry &amp; Formatting Essentials</li> <li>1. AutoFill Patterns</li> <li>2. Fill Handle Custom Lists</li> <li>3. Flash Fill</li> <li>4. Text to Columns</li> <li>5. Conditional Formatting</li> </ul>	<ul> <li>Basic Data Organization &amp; Structure</li> <li>1. Freeze Panes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





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

