**101 – Good Practices**

No mouse

Opening, Saving and Closing

Transition navigation keys and differences

Copy/Paste/Cut

Paste Special

Quick formula overview

Maneuvering around spreadsheet and highlighting

Ctl-arrow

Shift-space vs. Ctl-space

Edit on formula bar, formula bar extention, using F2 toggle

Reference links between tabs and between spreadsheets

Presentation format (black, red, blue)

**102—More Good Practices**

Shutting off auto calculation and using F9

IDIOT BOXES

End of array row markings

Caution for inserting/deleting rows with linked information (open same time)

Checking quick-sum for blank cells with false end

Frequent saving

**201—Formatting Tools**

Date functionality and meaning

Date # quick keys

Number format quick keys, removing decimals and adding commas

Header customization and formatting

Custom number formatting

Custom cell formatting

**301—Excel Formulas**

Concept and practice, operations and application

Ranges and strings

Copy/paste and cut/paste impacts

Using Ctl-Shift-A or wizard to ease formula writing

Deleting Cells’ impact

**302—Text Formulas**

=text

=len, =left, =right, =mid, =find

**303—Sum, Conditional & Related Formulas**

=sum, =sumif, =iserror, =sum(if, nested IF formulas (multiple conditions)

**304—Reference Formulas**

=index(match, =vlookup, =match as exact, less than, greater than use for extrapolation

**401—Advanced Formulas**

Web links

Array formulas

Address(indirect

**Housekeeping**

ReadWrite off setup