

Exercises in MS Excel

1. Users interface
 - a. Sheets structure
 - b. Grid structure
 - Rows
 - Columns
 - Data cell
 - c. Formula Bar

2. Cell address
 - Relative
 - Hybrid
 - Fixed

3. Format cells
 - Alignment
 - Wrap text
 - Merge / split cells
 - Border
 - Fill

4. Data category
 - General
 - Number
 - Currency
 - Date
 - Percentage
 - Text

5. Conditional formatting

- **Mark:** *cell, row, column or table*
- **Tab:** *Home*
- **Group:** *Styles*
- **Commands:** *Conditional formatting*

6. Sort

- **Mark:** *cell in column or table*
- **Tab:** *Data*
- **Group:** *Sort and Filter*
- **Commands:** *Sort*

7. Filter

- **Mark:** *cell in column or table*
- **Tab:** *Data*
- **Group:** *Sort and Filter*
- **Commands:** *Filter*

8. Charts

- **Mark:** *cell in column or table*
- **Tab:** *Insert*
- **Group:** *Charts*
- **Commands:** *particular chart*

9. Function

- Math and statistical
- Text
- Date and time
- Lookup and reference
- Percentage
- Text

10. Pivot table

- **Mark:** *table*
- **Tab:** *Insert*
- **Group:** *Tables*
- **Commands:** *PivotTable*