

## Excel Course Legend

Code	Description
1	File Option
1.1	File Option/ General
1.2	File Option/ Formulas
1.3	File Option/ Save
1.4	File Option/ Advance
1.5	File Option/ Quick Access Toolbar
2	Format Cells
2.1	Format Cells/ Number
2.2	Format Cells/ Alignment
2.3	Format Cells/ Font
2.4	Format Cells/ Border
2.5	Format Cells/ Fill
3	Page Setup
3.1	Page Setup/ Page
3.2	Page Setup/ Margins
3.3	Page Setup/ Header & Footer
3.4	Page Setup/ Sheet
4	Page Layout
4.1	Page Layout/ View
5	Past Special &
6	Insert Copied Cells
7	Insert Excel Spreadsheet
8	Symbols & Equation
9	Move or Copy ...
10	Hyperlink
11	Group
12	Find & Replace
13	Conditional Formatting
13.1	Highlight Cells Rules
13.2	Icon Scales
14	Sort & Filter
15	Goal Seek
16	Formulas
16.1	*= + - /
16.2	Count, Sum, Average
16.3	Sum product
16.4	\$
16.5	Mid, Right, Left
16.6	Subtotal
16.7	Now Today
16.8	If
16.9	Round (Up-Down), Int
16.1	Trim
16.11	Lower
16.12	Upper
16.13	Proper
16.14	Char
16.15	Code
16.16	Delta
17	Vlookup
18	Pivot
19	Illustrations
19.1	Picture/ClipArt
19.2	Shapes
19.3	SmartArt
20	Chart
21	Encrypt with Password
22	Permission