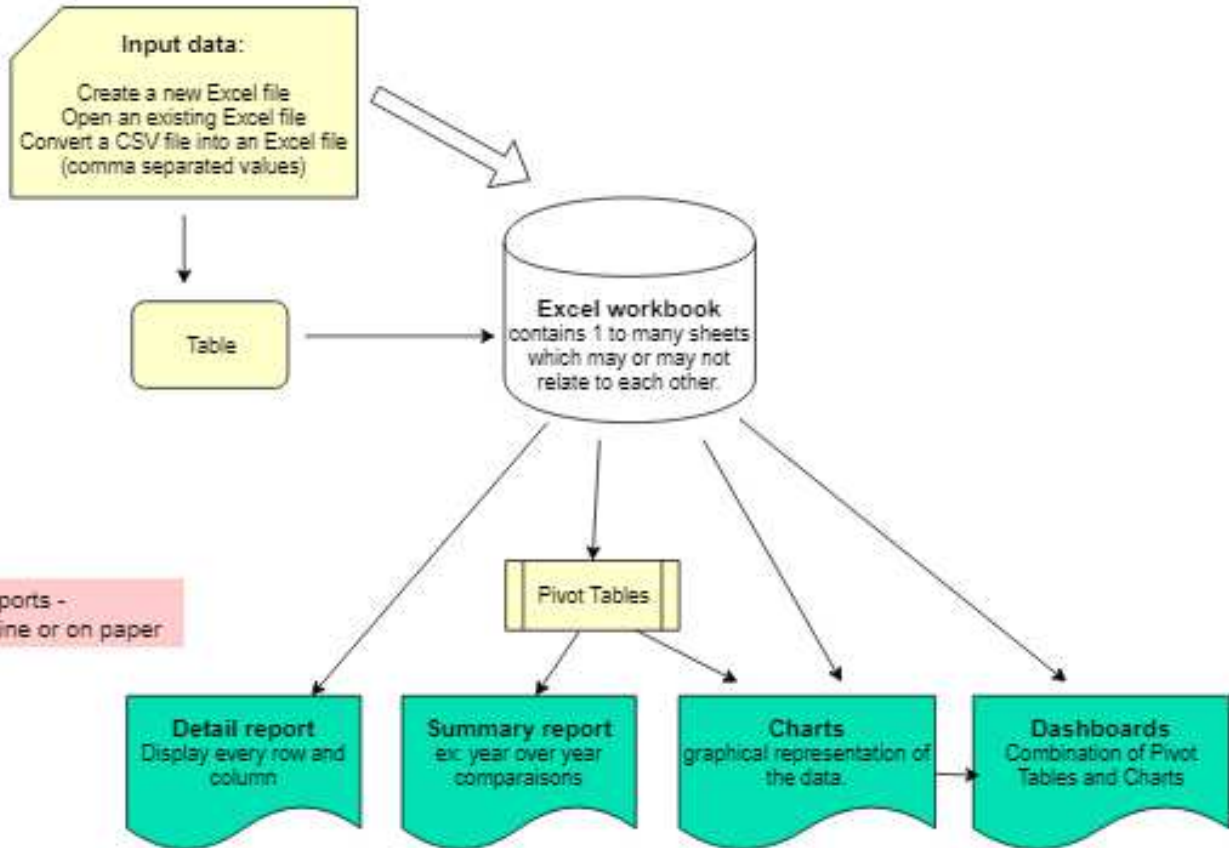


Excel

Overview of Excel's tools and features, and how they relate to each other.



Reports -
online or on paper

Summary report: 2018

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018	10	15	20	25	30	35	40	45	50	55	60	65	450

Sum of City

Go to dot	71
Smores	22
Samples	24
Bovermath/Anlay	46
Ernest	4
Tapadrops	72
7th Milk	40
Forsee-Radio	21
Theloh	33
Grand Total	413



3 types of data

Text
Numbers
Dates (which are really numbers)

- ✓ Formatting
- ✓ Formulas
- ✓ Functions
- ✓ Filters and Slicers