

Top 25 Excel Features

1. **Navigation:** Move around the spreadsheet using arrow keys
2. **Column headers:** Create column headers in a table: Student Name, Science Score, History Score, Geography Score, Kannada Score
3. **Data entry:** Enter rows of data in a table under the columns, for 10 students
4. **Font changes:** Change font size and colors for values in cells
5. **Column header formatting:** Color the background of column headers and make the column headers bold
6. **Borders:** Create borders for the entire table
7. **Summary columns:** Create new SUMMARY columns for
 - a. Average Score
 - b. Maximum Score
 - c. Minimum Score
 - d. Total Score
8. **Row formulas:** Write formulas in first row to populate SUMMARY Average Score, Maximum Score, Minimum score, total score columns
9. **Dragging:** Drag formula for all rows
10. **Summary rows:** Create new rows below table for
 - a. Average Score
 - b. Minimum Score
 - c. Maximum Score
 - d. Student with Minimum Score
 - e. Student with Maximum Score
11. **Simple column formulas:** Write formulas below the table to populate Average Score, Maximum Score, Minimum Score rows for each column
12. **Complex column formulas:** Write formulas below the table to populate Student with Minimum Score and Student with Maximum Score – **DON'T SHOW NOW**
13. **Summary row formatting:** Bold and color summary rows at bottom of the table
14. **Inserting rows:** Insert new row for a new student in middle of the table
15. **Inserting columns:** Insert new column for a new Subject (Social Studies) in middle of the table
16. **Bar chart:** Create a bar chart showing scores of each student for one Subject column with student names as headings for each bar
17. **Pie chart:**
 - a. Create another table below the main table with two columns Standard and Student Count
 - b. Enter rows of data count of students by standard
 - c. Create pie chart using this table
18. **Tabs:**
 - a. Name the tab
 - b. Create new tab
 - c. Delete a tab
19. **Copy and paste:** Copy table from one tab and paste to another tab without formulas
20. **Sorting:** Sort table based on values of a specific column

21. **Conditional formatting:** Conditionally format table based on whether scores are above average or below average

22. **Learn some more basic functions:**

- a. Addition, subtraction, multiplication, division without functions
- b. SUM
- c. COUNT
- d. PRODUCT
- e. IF

23. **Save and reopen:** Save the file and open existing file

24. **Text alignment:** Align cells left, center and right

25. **Zoom:** Zoom spreadsheets in and out