

Chapter 1 – Excel Tour

- Excel can automate tasks and perform complex math functions.
- Excel has built-in functions that can help you produce financial statements, reports and analyses, depreciation schedules, loan amortization schedules, cash flow budgets, and cost-volume-profit analysis with charts.
- Excel can help you prepare web pages.

Worksheet – a grid of rows and columns into which you enter data

Workbook – file that contains as many worksheets or charts as one wishes

Excel displays two toolbars by default: 1) Standard toolbar 2) Formatting

Menu bar is dynamic, not static, since it changes based upon the user's activity. It adjusts the display of menu items to make your favorite commands more accessible.

Cell – basic data entry container; address determined by its location on the worksheet grid (column number and row number)

Text – labels

Numbers/formulas – values

Hash marks in a cell indicate value is too small to fit into the cell.

Formatting – changes the way the text or numbers appear in the worksheet.

Comma Style (comma and cents only)

Format Painter – easy way to copy format into other cells

Border button on toolbar – reveals border options

Formulas always begin with an equal sign. Formulas can use numbers, math symbols, cell references, and functions

SUM function (AutoSum tool on Standard toolbar)

Autofill

Relative and Absolute references

Inserting/Deleting columns and rows

Labeling worksheets; move or make copies of worksheets

Summary worksheet – put equal sign, go to supporting worksheet, hit enter

Headers and footers

Printing:

- Editing page setup (various options)
- Previewing print job
- Printing the worksheet

Viewing/printing all formulas – Ctrl ` (grave accent)

Chapter 2 – Financial Statements

Merge and center

Formulas referencing to other worksheets

Currency, comma style

Renaming tabs

Chapter 3 – Financial Statement Analysis

% style

Inserting

Charting (Pie and Column)

Vertical and Horizontal analysis

Adding new worksheets

Ratio analysis

Chapter 4 – Depreciation Calculations

Straight-line depreciation formula

Double-declining balance formula

Sum-of-years digits formula

What-if capabilities of Excel

Using line chart with multiple lines

Chapter 5 – Loan and Bond Amortization

PMT formula

Loan amortization schedule

Names in worksheets

PV formula

Bond amortization schedule

Goal seeking

Chapter 6 – Cash Flow Budget

Sales budget

Auto formatting a schedule

Purchase budget

Sales and Administrative Expense budget

Cash receipts budget

Cash disbursement budget

Summary Cash budget

Format to fit on one page, landscape view

Footer – file and sheet name