Introduction to Spreadsheets
- Math symbols vs. Spreadsheets symbols
- Workbook and Worksheets

Formulas and Functions
- Relative cell references
- Absolute cell references
- Naming cells: range names
- Formulas
- Functions
  - SUM, AVERAGE, MAX, MIN
- Advanced functions
  - IF
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Charts
- Chart types
- Select Data Source option, Switch Row/Column option
- Chart Layout, Chart style

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- Cell Styles, Number formatting, Right-Click/Format Cells
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Datasets and Tables
- Pivot Tables, Pivot Charts
- Excel Tables
  - Table manipulation: Sorting and Filtering Data

What-If Analysis
- Scenario Manager