Excel Workshop Week 3

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| Professor | Location | DATE | Time |
| Dr. Paz | ECB 109 | 03/01/2019 | 4:00-6:00 PM |

Overview

We will dive deeper into Excel using finance and accounting data. We will cover the following Excel topics:

1. Conditional Formatting
2. Table Styles
3. Cell Styles
4. Past Special
5. Comments
6. Tracing Precedents
7. Password Protect Files

| concept | topics | student notes |
| --- | --- | --- |
| Conditional formatting | * Conditional Formatting * Clearing |  |
| styles | * Cell styles * Table styles |  |
| paste special | * Paste Values * Transpose |  |
| comments | * Adding * Hiding * Show all |  |
| tracing precedents | * Trace Precedents * Remove |  |
| security protection | Teacher guide 5 |  |

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| resources |
| See Dr. Paz’s Website for all Materials related to this workshop at the link below.  <https://www.drvpaz.com/excel-workshop> |