Excel for Accounting Professionals: Session 1

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Chapters 1-5

- A function *returns* a value
- Functions use *arguments* to compute results
- *Relative* cell references update as they are filled to other cells (A1)
- *Absolute* cell references do not update as they are filled (A1)
- Activity: C4=_____

Chapter 6: Shortcuts

- Arrow keys navigate
  - _____ = Extend
  - _____ = Jump
- Edit a cell: _____
- Cycle reference styles: _____
- Formula fill down: _____ fill handle
- Cycle sheets: _____+PageUp/PageDown
- *Note: shortcuts may not work in all Excel versions, including Excel for Mac, VM, RDP, etc.*

Chapter 7: Named References

- Type a name into the _____
- Friendly name that refers to a cell, range, or other item
- Use Formulas > Name Manager to add/edit/delete names

Chapter 8: Tables

- Store data in _____ since they auto-expand
- Structured table references: *TableName[ColumnName]*
- Insert > Table (Ctrl+T)

Resources

- Excel files containing all examples and formulas presented: excel-university.com/aicpa
- Blog posts: excel-university.com/blog
- LinkedIn: linkedin.com/in/jefflenning

Answers

- C4=$B4*C$1
- Shift=extend
- Ctrl=jump
- Edit a cell: F2
- Cycle cell reference styles: F4
- Formula fill down: double-click fill handle
- Cycle sheets: Ctrl+PageUp/PageDown
- Type a name into the Name box
- Store data in tables since they auto-expand