

Minutes in video – Topic covered:

:17 – Navigating different tabs/pages in 1 file

1:00- 1:45 – Overview of Receipts Template

1:58 – How to freeze panes and/or top rows or columns

2:43 – Changing column widths and row heights, how to select all cells in a worksheet

3:56 – Wrapping text to fit it all in 1 cell, how to auto-adjust the cell height

5:33 – Formatting dates and currency

6:40 – Control – D to copy cell above

7:07 – Dragging cells to copy data

7:12 – adjust currency symbols and decimal places, currency vs. accounting format

8:01 – how to add a border

8:40 – how to merge 2 cells into 1 and center