

Perform Operations with Formulas and Functions

- 4.2 Perform Conditional Operations by using Functions**
 - 4.2.1 Perform logical operations by using the IF function
 - 4.2.2 Perform logical operations by using the SUMIF function
 - 4.2.3 Perform logical operations by using the AVERAGEIF function
 - 4.2.4 Perform statistical operations by using the COUNTIF function
- 4.3 Format and Modify Text by using Functions**
 - 4.3.1 Format text by using RIGHT, LEFT, and MID functions
 - 4.3.2 Format text by using UPPER, LOWER, and PROPER functions
 - 4.3.3 Format text by using the CONCATENATE function

Create Charts and Objects

- 5.1 Create Charts**
 - 5.1.1 Create a new chart
 - 5.1.2 Add additional data series
 - 5.1.3 Switch between rows and columns in source data
 - 5.1.4 Analyze data by using Quick Analysis
- 5.2 Format Charts**
 - 5.2.1 Resize charts
 - 5.2.2 Add and modify chart elements
 - 5.2.3 Apply chart layouts and styles
 - 5.2.4 Move charts to a chart sheet
- 5.3 Insert and Format Objects**
 - 5.3.1 Insert text boxes and shapes
 - 5.3.2 Insert images
 - 5.3.3 Modify object properties
 - 5.3.4 Add alternative text to objects for accessibility