

SALIOTO AUTO PARTS

EIGHT-YEAR FINANCIAL PROJECTION

SKILLS

- Use Save As
- Apply a theme to a worksheet
- Select and format all cells in a worksheet
- Apply bold and italics
- Edit text in cells
- Edit numbers in cells
- Change the font
- Change font size
- Apply date and comma number formats
- Modify column width
- Modify row height
- Fill a range of cells with a series
- Center cell content
- Rotate text
- Use Format Painter
- Add borders
- Enter numbers with format symbols
- Apply underline
- Enter formulas
- Fill adjacent cells with formulas
- Create formulas using the NOW function
- Create formulas using the SUM function
- Create formulas using the IF function
- Set cell color
- Select non-adjacent cells
- Create charts using column chart types
- Move a chart to a new worksheet
- Edit a chart
- Format charts