

MICROSOFT EXCEL FOR LEGAL PROFESSIONALS

TABLE OF CONTENTS

CHAPTER 1 INTRODUCTION

How Legal Professionals Can Use Excel	1
Why Legal Professionals Need to Learn Excel	1
Terms Used Herein.....	1
Current File Types.....	4

CHAPTER 2 INTERFACE

Terminology.....	6
File Menu/Backstage View.....	7
Quick Access Toolbar.....	7
Contextual Tabs.....	8
Ribbon	8
Ribbon Controls	8

CHAPTER 3 EXCEL BASICS

What is a Workbook?	10
Navigating Worksheets	11
File Operations.....	11
Creating New Folders & Renaming Files	12
Renaming Files or Folders.....	12
Getting Help	12

CHAPTER 4 ENTERING DATA

Best Practices.....	14
Entering Data	14
Data Classification	14
Editing Cells.....	15

CHAPTER 5 INTRODUCTION TO FORMULAS

What is a Formula?.....	16
Function Arguments Dialog	17
Order of Operations - How Excel Processes Formulas	19

CHAPTER 6 AUTOFILL AND THE FILL HANDLE

Fill Handle	20
Built-In AutoFill Examples.....	20
Custom AutoFill Lists.....	21
AutoFilling Formulas	22

CHAPTER 7 CELL REFERENCES

Read Ins.....	24
Absolute Cell References	25

CHAPTER 8 CELL NAMES

Renaming Cells	27
Naming Ranges	29
Using Cell Names.....	29
Managing Cell Names.....	30

CHAPTER 9 BRINGING EXCEL TABLES INTO WORD

Simple Word Table.....	32
Insert Worksheet Object	32
Link To Source Workbook.....	34

CHAPTER 10 REVIEWING AND PROTECTING WORKSHEETS

Comments.....	35
Protecting Cells In A Worksheet	37

CHAPTER 11 CALCULATING TOTALS

Column and Row Totals.....	38
Sub Totals.....	39
Running Totals.....	41

CHAPTER 12 FILTERING AND SORTING DATA

Filtering	42
Sorting.....	43

CHAPTER 13 CALCULATING LOAN PAYMENTS

CHAPTER 14 CALCULATING DATES

Adding Days And Weeks.....	48
----------------------------	----

Adding Months..... 49

CHAPTER 15 IF THIS, THEN THAT

IF Function52
 IFS (365)53
 SWITCH (365)..... 54

CHAPTER 16 NESTING FORMULAS

Using Multiple Cells56
 Using Nested Formulas.....57
 Nesting IF Functions.....57

CHAPTER 17 FORMATTING WORKBOOKS

Selecting Cells to be Formatted 60
 Applying Formatting to Cells 61
 Adjusting the Height of Rows and Width of Columns 61
 Merging Cells 62
 Conditional Formatting 62

CHAPTER 18 HEADERS, FOOTERS, AND PRINTING

Page Layout View 64
 Headers/Footers..... 64
 Printing Gridlines 65
 Printing Row and/or Column Headings..... 66
 Repeating Row and/or Column Labels (Titles)..... 66
 Fitting Text On A Page When Printing 67
 Printing a Particular Section or Range..... 68

CHAPTER 19 PRODUCING CHARTS AND GRAPHS

Why Would A Legal Professional Need Charts or Graphs? 69
 Charting Data 69

CHAPTER 20 EXCEL AS A MAIL MERGE DATA SOURCE

Client Communication Mail Merge 72
 Formatting A Date Merge Field..... 73

CHAPTER 21 MANIPULATING TEXT

Combine & Splitting Text	75
Change Case	78

CHAPTER 22 LOOKING UP VALUES IN A LIST

VLOOKUP	80
XLOOKUP (365)	81
Looking Up Data Across Workbooks.....	81

CHAPTER 23 DATA VALIDATION

Add Data Validation	83
Dropdown Options	84
Dates	85
Numbers	87

CHAPTER 24 TABLES

Advantages	88
Inserting Tables	88
Automatic Header Rows	89
Automatic Total Rows	90
Automatic Expansion	90
Formula Replication	92
Table Styles.....	92
Sorting and Filtering	94
Removal of Duplicate Data	96
Structured Referencing	97

CHAPTER 25 PIVOTTABLES

Creating PivotTables	99
Filtering PivotTables.....	101
Customizing Values.....	104
Subtotals and Grand Totals	106
Updating Data.....	108
Working With Dates.....	110
Appearance.....	112
PivotTable Examples.....	115