**Basic Functions for Excel: **

**Split tables if you want your data separated into two tables:**

1. In the row that you want to be first in the new table, select a cell.
2. Select Table Tools Layout > Split Table .
3. If you'd like to format or style your table, select Table Tools Design and then select the style you want.

**You can create and format a table, to visually group and analyze data.**

1. Select a cell within your data.
2. Select Home > Format as Table .
3. Choose a style for your table.
4. In the Format as Table dialog box, set your cell range.
5. Mark if your table has headers.
6. Select OK .

**There are three ways to save file in Excel:**

* Select File > Save As. In Excel 2019, select File > Save a Copy.
* Select Save on the Quick Access Toolbar.
* Use the Ctrl + S shortcut key.

**How to add a drop down list to an Excel cell**

1. Create the list in cells A1:A4. ...
2. Select cell E3. ...
3. Choose Validation from the Data menu.
4. Choose List from the Allow option's drop down list. ...
5. Click the Source control and drag to highlight the cells A1:A4. ...
6. Make sure the In-Cell Dropdown option is checked. ...
7. Click OK

**Saving Files Directly to a USB Flash Drive**

* 1. Make sure your **USB** flash drive is plugged in.
	2. Open the program you want to use.
	3. Create your file if necessary.
	4. Open the "**Save** As" window. Name your **document** if necessary.
	5. Select your flash drive. Click **Save**.
	6. Eject the flash drive before removing it.
	7. Remove the **USB** drive.