

### **Section 1 - Excel Basics**

- Starting Excel
- Start Screen
- Quick Access Toolbar
- Ribbon and Menu Options
- Status and Scroll Bars
- Navigating Worksheets
- Accessing Files
- Getting Help
- Exiting Excel

### **Section 2 – Creating a Worksheet**

- Entering and Editing Data
- Saving a File
- Printing a Worksheet
- Opening and Closing a Workbook
- Using Save As
- Recent File List
- Creating a New Workbook

### **Section 3 – Formulas & Functions**

- Using the Formula Bar
- Creating Simple Formulas
- Displaying Formulas
- Using Functions
- Creating Functions with Quick Analysis
- Selecting Cells and Ranges

### **Section 4 – Editing a Worksheet**

- Using Cut, Copy and Paste
- Working with Rows & Columns
- Copy using AutoFill
- Copy Formulas
- Insert/Delete Columns and Rows
- Page Breaks
- Page Settings
- Print Orientation

### **Section 5 – Formatting a Worksheet**

- Adjusting Column Width
- AutoFill for Data Series
- Formatting Dates/Numbers
- Applying Cell Formats
- Aligning Cell Entries
- Borders and Shading
- Conditional Formatting
- Quick Analysis Formatting
- Format Painter
- Spell Check
- Freeze Panes
- Worksheet Options

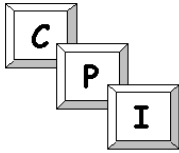
### **Section 6 – Creating a Chart**

- Elements of a Chart
- Embedded Chart vs. Chart Sheet
- Common Chart Types
- Creating Charts
- Quick Analysis
- Moving Charts
- Previewing Charts
- Charting Data from Different Sheets

### **Section 7 – Formatting a Chart**

- Selecting the Embedded Chart
- Changing the Layout
- Axes and Gridlines
- Add Trendlines
- Chart Background
- Selecting Chart Elements

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### Section 8 – Status Bar Calculations & Functions

- Status Bar Calculator
- Complex Functions
- What If Analysis
- Data Table

### Section 11 – Working with Text

- Import Wizard
- Concatenation
- TextJoin
- Transpose
- TEXT Function

### Section 9 – Create & Manage Lists

- Creating a List
- Using the Form Command
- Find a Record
- Sort/Filter Lists
- Conditional Formatting
- Special IF Functions
- Using Standard Functions in Lists

### Section 12 - Macros

- Developer Tab
- Record a Macro
- Run the Macro
- Save a Workbook with Macros

### Section 10 – PivotTables & PivotCharts

- PivotTable Basics
- Rearranging the PivotTable
- Using Recommended PivotTables
- Slicers
- Creating a PivotChart