



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
- Using Drag-and-Drop
- Copy using AutoFill
- Copy Formulas
- Insert/Delete Columns and Rows
- Page Breaks
- Page Settings
- Print Orientation

Section 5 - Formatting a Worksheet

- Adjusting Column Width
- Using AutoFill for Data Series
- Entering Data in a Selected Range
- Formatting Dates/Numbers
- Applying/Removing Cell Formats
- Aligning Cell Entries/Titles
- Borders and Shading
- Conditional Formatting
- Quick Analysis Formatting
- Format Painter
- Spell Check
- Add, Rename, and Delete Worksheets

Section 6 - Managing Large Worksheets

- Changing Zoom
- Freeze Panes
- Splitting a Window
- Print Scaling
- Naming Ranges
- Go to a Range
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- Print Titles