

Basic Excel Skills

Working with Cells

- Use Undo and Redo
- Clear Cell Content
- Enter Text, Dates, & Numbers
- Edit Cell Content
- Go To a Specific Cell
- Insert and Delete Selected Cells
- Use the Office Clipboard
- Use Find and Replace
- Clear Cell Formats
- Work With Series (AutoFill)
- Create Hyperlinks

Page Setup and Printing

- Preview and Print Worksheets
- Use Web page Preview
- Print a Selection
- Change Page Orientation and Scaling
- Set Page Margins and Centering
- Insert and Remove a Page Break
- Set and Clear a Print Area
- Set up Headers and Footers
- Set Print Titles and Options

Working with Worksheets

- Insert and Delete Rows and Columns
- Hide/Unhide Rows and Columns
- Freeze/Unfreeze Rows and Columns
- Change the Zoom Setting
- Move Between Worksheets in a Workbook
- Check Spelling
- Rename a Workbook
- Insert and Delete Worksheets
- Move and Copy Worksheets
- Use 3D References

Working With Files

- Use Save
- Use Save As...
- Locate and Open an Existing Workbook
- Create a Folder
- Use Templates to Create a New Workbook
- Save a Workbook as a Webpage
- Use the Office Assistant

Working with Formulas

- Enter a Range within a Formula
- Enter Formulas
- Revise Formulas
- Use References (Absolute and Relative)
- Use AutoSum
- Use paste Function to insert a Function
- Use Basic Functions
- Enter Functions with the Formula Palette
- Use Date Functions (NOW and DATE)
- Use Financial Functions (FV and PMT)
- Use Logical Functions (IF)

Using Charts and Objects

- Preview and Print Charts
- Use Chart Wizard to Create a Chart
- Modify Charts
- Insert, Move, and Delete an Object
- Create, and Modify Lines and Objects

Formatting Worksheets

- Apply Font Styles
- Apply Number Formats
- Modify Row and Column Size
- Modify Alignment of Cell Content
- Adjust the Decimal Place
- Use the Format Painter
- Apply AutoFormat
- Apply Cell Borders and Shading
- Merging Cells
- Rotate Text and Change Indents
- Define, Apply, and Remove a Style