

Basic Skills

The Excel Screen
Worksheets & Workbooks
Menus and Toolbars
Task Panes
Right-click Shortcuts
Keystroke Shortcuts
Dialog Boxes
Excel Help

Create & Save

Getting Started Task Pane
Create a New Workbook
Enter Data
Save a New Workbook
Close a Workbook
Open an Existing Workbook
Save Changes to a Workbook
The Save As Command
Create from an Existing Workbook
Templates
Create a Template

View & Navigate

Active Cell & Cell References
The Formula Bar
Size Views
Scroll Bars
Split Bar
Move to a Specific Location
Find Labels and Values
Multiple Workbooks

Formulas & Named Ranges

Select a Cell Range
Non-Adjacent Cell Ranges
Select Rows and Columns
Select a Worksheet
Basic Formulas
AutoFill
AutoSum
Absolute & Relative References
Named Cells & Ranges
Common Functions
The Function Wizard
Display Formulas

Edit a Worksheet

AutoComplete
Replace Cell Contents
Edit Data in a Cell
Undo and Redo
Find and Replace Cell Contents
Move and Copy with the Mouse
Cut and Paste Cell Contents
Copy and Paste Cell Contents
Paste Options
Paste Special
Office Clipboard
Insert Cells, Rows & Columns
Delete Cells, Rows & Columns
Cell Comments

Format a Worksheet

Format Labels
Format Numbers
Format Dates & Times
Custom Number Formats
Column Width
Row Height
Cell Indents
Cell Alignment
Cell Borders
Cell Color
Format Painter
AutoFormat
Conditional Formatting
Merge & Split Cells
Wrap Text
Text Direction
Text Alignment
Styles

Manage Workbooks

Switch Worksheets
Insert Worksheets
Delete Worksheets
Rename Worksheets
Move Worksheets
Worksheet Tab Color
Sort Data
Split & Freeze a Worksheet
Hide Columns, Rows & Sheets
Protect Worksheets
Reference External Data

Proof & Print

Spell Check
Workbook Properties
Print Preview
Headers & Footers
Print Areas
Page Breaks
Custom Views
Margins & Orientation
Print Titles
Print Gridlines
Print Scale
Page Print Order
Printing
Email a Workbook