

Excel Introduction

Getting Started

- *Starting Excel*
- *Excel Opening Screen*
- *The Title Bar*
- *The Menu Bar*
- *Toolbars*
- *Scroll Bars*
- *Column and Row Headers*
- *Sheet Tabs*
- *The Status Bar*
- *Menus and Submenus*
- *Speed Keys*
- *Exiting Excel*

Starting a Workbook

- *Creating a New Workbook*
- *Moving Around the Sheet*
- *Scrolling using The Mouse Pointer*
- *Selecting Cells with the Mouse*
- *Selecting Cells with the Keyboard*
- *Spreadsheet Data types*

Entering and Editing Data

- *Editing Long Entries*
- *Undoing Incorrect Edits*
- *AutoFill*
- *Custom Lists*

Working with Worksheets and Cells

- *Moving Data with Drag-and-Drop*
- *Cut, Copy and Paste*
- *Using the Office Clipboard*
- *Using Find and Replace*

Entering Basic Calculations

- *AutoSum*
- *Entering a Calculation*
- *Statistical Functions*
- *Using Relative and Absolute Cell Addresses*
- *Circular References*

Formatting Cells

- *The Formatting Toolbar*
- *Enhancements and Alignment*
- *Formatting Numbers*
- *Resizing Columns and Rows*
- *Clearing a Worksheet*

Structuring the Worksheet

- *Inserting and Deleting Rows and Columns*
- *Inserting and Deleting Worksheets*

Printing Worksheets

- *Print Preview*
- *Changing the Page Setup*
- *Printing*