

**Chapter 1: Exploring Excel**

You will learn:

- Starting Excel.
- Using menu commands: mouse versus keyboard.
- Displaying and hiding toolbars.
- Exiting Excel.

**Chapter 2: Using Basic Workbook Skills**

You will learn:

- Creating a new workbook.
- Selecting a cell: keyboard.
- Scrolling with the mouse.
- Entering text into cells.
- Saving a new workbook.
- Closing a workbook.
- Opening an existing workbook.
- Using AutoComplete.
- Using pick from list.
- Entering numbers into cells.
- Editing cell entries.
- Renaming an existing workbook.

**Chapter 3: Copying and Moving Data**

You will learn:

- Copying/cutting and pasting.
- Creating an absolute reference.
- Filling cells.
- Using drag-and-drop editing.
- Using undo and redo.
- Using the undo list.
- Copying and moving data.



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**Chapter 4: Creating Simple Formulas**

You will learn:

- Entering formulas.
- Using the autosum button.
- Using functions.
- Using formula palette to create/edit formulas.
- Using the paste function button.
- Using autocalculate.
- Using range finder.

**Chapter 5: Formatting Cells**

You will learn:

- Using the align right button.
- Using the center button.
- Using the align left button.
- Using the merge and center button.
- Using the borders button.
- Using the fill color button.
- Using the format painter button.
- Copying to non-adjacent cells.
- Clearing formats.
- Using/changing/adding/deleting conditional formatting.



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**Chapter 6: Formatting Text**

You will learn:

- Using the font list.
- Using the font size list.
- Using the bold/italic buttons.
- Using the underline button.
- Using the font color button.
- Rotating text in a cell.
- Wrapping text in a cell.
- Shrinking text in a cell.
- Merging cells into one cell.
- Increasing/decreasing the indent of text.

**Chapter 7: Formatting Numbers**

You will learn:

- Using styles – currency, percent, and comma.
- Increasing/decreasing decimal places.

**Chapter 8: Using Page Setup**

You will learn:

- Changing the page margins.
- Centering the worksheet.
- Changing the page orientation.
- Editing/customizing headers and footers.
- Printing without gridlines.
- Repeating row and column labels.
- Using page break preview.



**Chapter 9: Working with Columns and Rows**

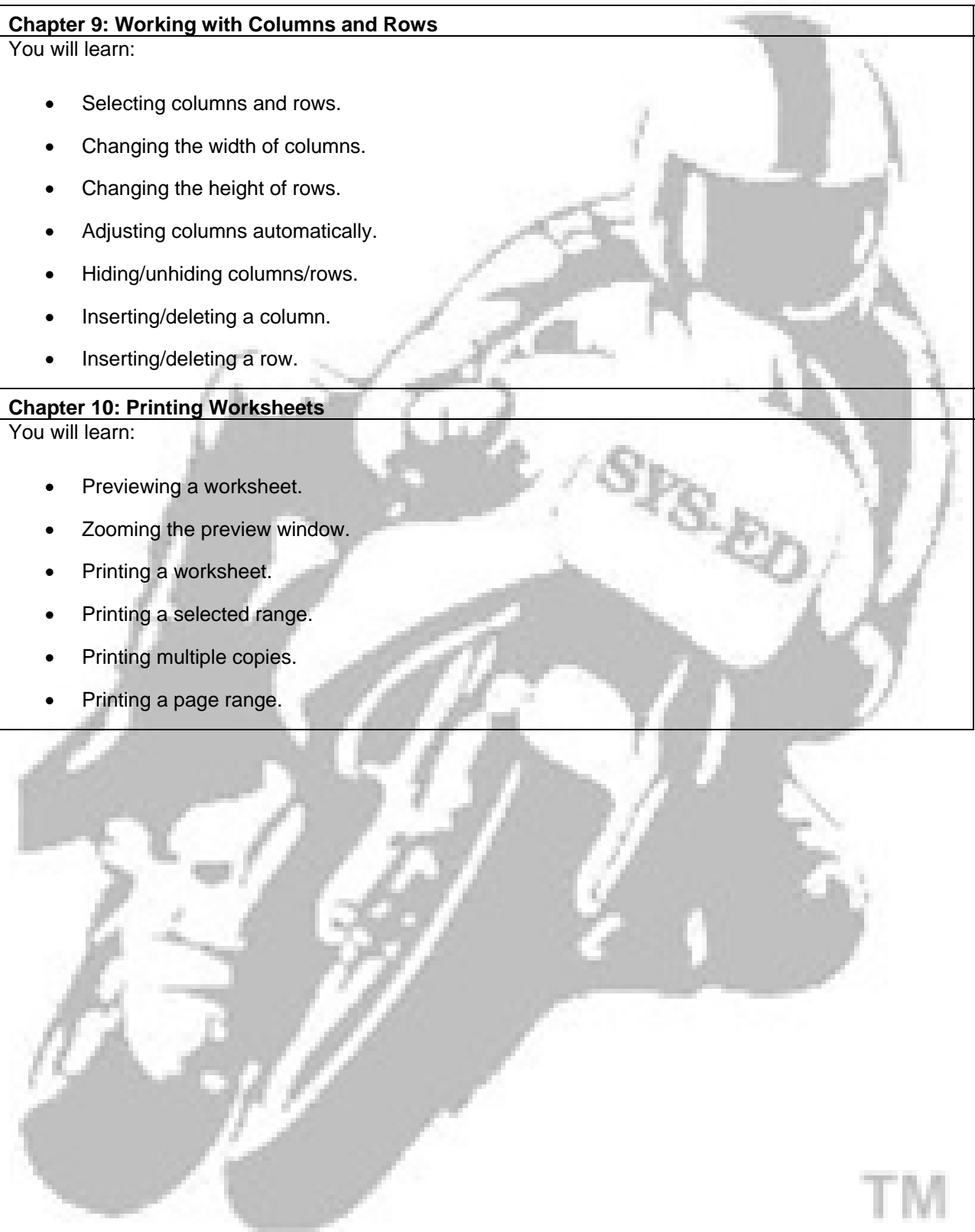
You will learn:

- Selecting columns and rows.
- Changing the width of columns.
- Changing the height of rows.
- Adjusting columns automatically.
- Hiding/unhiding columns/rows.
- Inserting/deleting a column.
- Inserting/deleting a row.

**Chapter 10: Printing Worksheets**

You will learn:

- Previewing a worksheet.
- Zooming the preview window.
- Printing a worksheet.
- Printing a selected range.
- Printing multiple copies.
- Printing a page range.



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