



Microsoft Excel Basic Course Outline

Getting Started

- Starting Excel
- Understanding the Display Screen
- Working with the Ribbon
- Working with the Quick Access Toolbar
- Exploring the File Tab
- Opening a Workbook
- Managing Open Workbooks
- Using Excel Help

Entering Data

- Moving the Cell Pointer
- Selecting a Range of Cells
- Creating a New Workbook
- Entering Constant Values
- Saving a Workbook
- Editing Cell Contents
- Clearing Cell Contents
- Working with Undo and Redo
- Closing a Workbook
- Exiting Excel

Using Formulas

- Entering Formulas
- Using the SUM Function
- Summing Columns or Rows Automatically
- Using Statistical Functions
- Working with the Range Finder
- Using Formula Error Checking

Working with Constant Values and Formulas

- Copying and Pasting Constant Values and Formulas
- Moving and Pasting Constant Values and Formulas
- Using Collect and Paste
- Using AutoFill

Formatting Worksheets

- Formatting Numbers
- Changing the Font Format
- Aligning Cell Contents
- Merging Cells
- Adding Borders
- Applying Cell Styles

Modifying Columns and Rows

- Changing Column Width and Row Height
- Using AutoFit
- Inserting and Deleting Columns or Rows
- Hiding Columns or Rows
- Using Custom Worksheet Views

Editing Workbooks

- Working with AutoCorrect
- Checking Spelling
- Using Find and Replace

Printing Worksheets

- Using Print Preview
- Using Page Setup Tools
- Working in Page Layout View
- Creating a Header and Footer
- Using Page Break Preview
- Printing a Worksheet