

Microsoft Excel Elementary

Getting Started with Excel

- Starting Excel
- Excel Opening Screen
- The Excel Ribbon
- Excel Tabs
- The Formula Bar
- Scroll Bars
- Active Cell, Column and Row Headers
- Sheet Tabs
- The Status Bar
- Speed Keys
- Exiting Excel

Starting a Workbook

- Creating a New Workbook
- Moving Around the Sheet
- Scrolling
- 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
- Resizing Columns and Rows
- Saving a Workbook
- Closing a Workbook
- Opening a Workbook
- Deleting a Workbook

Entering Basic Calculations

- AutoSum
- Entering a Calculation
- Functions
- Status Bar Functions
- Using Relative and Absolute Cell Addresses
- Circular References

Formatting the Worksheet

- Styles
- Enhancements
- Alignment
- Formatting Numbers
- Show Formulae
- Clearing a Worksheet
- AutoFill
- Custom Lists

Working with Worksheets and Cells

- Using Go To
- Moving Data with Drag-and-Drop
- Cut, Copy and Paste
- Moving Entries (Cut and Paste)
- Copying Cell Contents (Copy and Paste)
- Using the Office Clipboard
- Using Find and Replace

Organising the Worksheet

- Inserting and Deleting Rows and Columns
- Inserting and Deleting Worksheets
- Rename and Colouring Worksheet Tabs
- Moving and Copying Worksheets

Printing Worksheets

- Print Preview
- Changing the Page Setup
- Printing

Charts

- Creating Charts
- Printing Charts

New Features

- Introduction to Format As Table
- Screenshot Snipping Tool
- SmartArt