

Spreadsheet Basics

(Excel Level I)



The Fundamentals

- Starting Excel and Understanding the Excel Screen
- Understanding the Ribbon, Toolbar and Office Button
- Creating a New Worksheet
- Opening an Existing Worksheet
- Modifying and Saving a Worksheet
- Getting Help and Using the Help Button

Worksheet Basics

- Navigating a Worksheet
- Keyboard Shortcuts for Moving Around in a Worksheet
- Adding Column Labels and Entering Values into Cells
- Calculating Value Totals Using AutoSum and Using Formulas
- Working with Absolute and Relative Cell References
- Using the Paste Special Command

Editing a Worksheet

- Entering Date Values and Using AutoFill
- Editing, Clearing and Replacing Cell Contents
- Cutting, Copying and Pasting Cells
- Moving and Copying Cells with Drag and Drop
- Inserting and Deleting Cells, Rows and Columns
- Finding and Replacing Information

Formatting a Worksheet

- Formatting Fonts and Values; Adding Borders, Colors and Patterns
- Adjusting Row Height and Column Width and Changing Cell Alignment
- Using the Format Painter and AutoFormat
- Creating a Custom Number Format
- Formatting Cells with Conditional Formatting
- Merging Cells, Rotating Text, and using AutoFit

Working with Page Layout

- Creating Headers, Footers and Page Numbers
- Specifying a Print Area and Controlling Page Breaks
- Adjusting Page Margins and Orientation; Adjusting Size and Scale
- Adding Print Titles, Gridlines and Headings