



Excel - Introduction

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Getting Started

- Starting Excel
- Understanding the Display Screen

Entering Data

- Moving the Cell Pointer
- Selecting a Range of Cells
- Creating a New Workbook
- Entering Constant Values
- Editing Cell Contents
- Clearing Cell Contents

Using Formulas

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

Working with Constant Values and Formulas

- Copying and Pasting Constant Values and Formulas
- Moving and Pasting Constant Values and Formulas
- Using AutoFill
- Using Absolute Cell References

Formatting Worksheets

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

Modifying Columns and Rows

- Changing Column Width and Row Height
- Inserting and Deleting Columns or Rows
- Hiding Columns or Rows

Printing Worksheets

- Using Print Preview
- Adjusting Margins and Column Widths in Print Preview
- Using Page Break Preview
- Using Page Setup
- Creating a Header and Footer
- Printing a Worksheet