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The Excel Desktop & Ribbon

- Working with Excel
- Using the Interface & Office Button
- Exploring Excel Options
- Working with Worksheets
- Using & Hiding the Ribbon
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Customizing the Status Bar

Creating, Saving & Navigating In Excel

- Creating & Saving a Workbook
- Opening & Closing a Workbook
- Selecting a Cell using the Keyboard
- Using KeyTips
- Scrolling using the Mouse
- Using the Scroll Bar Shortcut Menu
- Using the Go To Dialog Box

Data Entry Tips, Tricks & Shortcuts

- Entering & Editing Text
- Entering & Editing Numbers in Cells
- Using a Template
- Using Data Entry Shortcuts
- Checking Worksheet Spelling
- Creating a New Folder
- Renaming an Existing Workbook

Selecting & Working with Cell Ranges

- Using Ranges
- Selecting Ranges with the Keyboard/Mouse
- Selecting Non-adjacent Ranges
- Entering Values into a Range
- Using the AutoFill Feature

Creating Simple Formulas

- Using Formulas
- Entering & Editing Formulas
- Using the AutoSum & the AutoSum List
- Using Formula AutoComplete
- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas
- Checking Formula Errors

Formatting Numbers

- Using Number Formats
- Using the Accounting Number Style
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places

Formatting Text

- Formatting Cell Text
- Changing Font & Font Size
- Using Bold, Italics & Underlining
- Changing the Font Color
- Rotating Text in a Cell
- Wrapping & Shrinking Text in a Cell
- Changing Cell Alignment
- Changing Text Indentation

Managing Rows & Columns

- Selecting Columns & Rows
- Using Narrow Column Tooltips
- Changing the Width of Columns
- Changing the Height of Rows
- Adjusting Columns Automatically
- Hiding & Unhiding Columns & Rows
- Inserting & Deleting Columns & Rows

Data Alignment, Borders & Shading

- Using the Merge & Center Button
- Changing the Vertical Alignment
- Splitting Cells
- Using the Borders Button
- Drawing Cell Borders
- Using the Fill Color Button

Copying Cell Formats to Save Time

- Using the Format Painter Button
- Copying Formats to Non-Adjacent Cells
- Clearing Formats
- Inserting & Deleting Selected Cells
- Inserting Cut or Copied Cells

Printing Your Worksheet Data

- Previewing a Worksheet
- Printing the Current Worksheet
- Printing a Selected Range & Page Range
- Printing Multiple Copies

Page Setup: Controlling Printed Data

- Setting Margin & Centering Options
- Changing Page Orientation & Paper Size
- Repeating Row & Column Labels
- Scaling a Worksheet
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Creating Headers & Footers
- Using Built-in Headers & Footers