A FIRST LOOK AT EXCEL
- Starting the Excel program
- What is the Active Cell?
- The Excel cell referencing system
- Entering numbers and text
- Default text and number alignment
- Adding a column of numbers
- Worksheets and Workbooks
- Saving a workbook
- Closing a workbook
- Creating a new workbook
- Opening a workbook
- Switching between workbooks
- Saving a workbook using another name
- Saving a workbook using a different file type

HELP
- Getting help
- Searching for Help
- The Help 'Table of Contents'
- Printing a Help topic
- Alt key help

SELECTION TECHNIQUES
- Why are selection techniques important?
- Selecting a cell
- Selecting a range of connecting cells
- Selecting a range of non-connecting cells
- Selecting the entire worksheet
- Selecting a row
- Selecting a range of connecting rows
- Selecting a range of non-connected rows
- Selecting a column
- Selecting a range of connecting columns
- Selecting a range of non-connecting columns
- Good practice when creating and editing lists

MANIPULATING ROWS AND COLUMNS
- Inserting rows into a worksheet
- Inserting columns into a worksheet
- Deleting rows within a worksheet
- Deleting columns within a worksheet
- Modifying column widths
- Modifying column widths using 'drag and drop'
- Automatically resizes the column width to fit contents
- Modifying row heights

COPYING, MOVING AND DELETING
- Copying a cell or range contents within a workbook
- Deleting cell contents
- Moving the contents of a cell or range within a workbook
- Editing cell content
- Undo and Redo
- Copying the contents of a cell or range between worksheets (within the same workbook)
- Moving the contents of a cell or range between worksheets (within the same workbook)
- Moving the contents of a cell or range between worksheets (in different workbooks)
- Copying the contents of a cell or range between worksheets (in different workbooks)
- AutoFill
- Sorting a cell range

SEARCHING
- Searching and replacing data

MANIPULATING WORKSHEETS
- Switching between worksheets
- Renaming a worksheet
- Good practice with naming worksheets
- Inserting a new worksheet
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- Copying a worksheet within a workbook
- Moving a worksheet within a workbook
- Copying or moving worksheets between workbooks

FONT FORMATTING
- Font type
- Font size
- Bold, italic, underline formatting
- Cell border formatting
- Formatting the background colour
- Formatting the font colour

ALIGNMENT FORMATTING
- Aligning contents in a cell range
- Centering a title over a cell range
- Cell orientation
- Text wrapping
- Format painter

NUMBER FORMATTING
- Number formats
- Decimal point display
- Applying and removing comma style formatting (to indicate thousands)
- Currency symbol
- Date styles
- Percentages
- Applying Percentage formatting to a cell or range

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FREEZING ROW AND COLUMN TITLES
- Techniques for freezing row and column titles

FORMULAS
- Creating formulas
- Good Practice: The easy way to create formulas
- Copying formulas
- Operators
- Formula error messages

RELATIVE & ABSOLUTE CELL REFERENCING
- Relative cell referencing within formulas
- Absolute cell referencing within formulas

FUNCTIONS
- What is a function?
- Common functions
- Sum function
- Average function
- Max function
- Min function
- Count function
- The COUNTA function
- The COUNTBLANK function
- What are "IF functions"?
- Using the IF function

USING CHARTS
- Inserting a column chart
- Inserting a line chart
- Inserting a bar chart
- Inserting a pie chart
- Resizing a chart
- Deleting a chart
- Chart title or labels
- Chart background colour
- Changing the column, bar, line or pie slice colours in a chart
- Modifying the legend fill colour
- Changing the chart type
- Modifying charts using the Layout tab
- Copying and moving charts within a worksheet
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CUSTOMISING EXCEL
- Modifying basic Excel options
- Minimising the Ribbon
- AutoCorrect options

WORKSHEET SETUP
- Worksheet margins
- Worksheet orientation
- Worksheet page size
- Headers and footers
- Header and footer fields
- Scaling your worksheet to fit a page(s)

PREPARING TO PRINT A WORKSHEET
- Visually check your calculations
- Displaying gridlines when printing
- Printing titles on every page when printing
- Printing the Excel row and column headings
- Spell checking
- Previewing a worksheet
- Comparing workbooks side by side
- Zooming the view
- Printing options

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