

## Creating Data and Content

- Enter and edit cell content
- Navigate to specific cell content
- Locate, select and insert supporting information
- Insert, position, and size graphics

## Analysing Data

- Filter lists using AutoFilter
- Sort lists
- Insert and modify formulas
- Use statistical, date and time, financial, and logical functions
- Create, modify, and position diagrams and charts based on worksheet data

## Formatting Data and Content

- Apply and modify cell formats
- Apply and modify cell styles
- Modify row and column formats
- Format worksheets

## Collaborating

- Insert, view and edit comments

## Managing Workbooks

- Create new workbooks from templates
- Insert, delete and move cells
- Create and modify hyperlinks
- Organise worksheets
- Preview data in other views
- Customise Window layout
- Setup pages for printing
- Print data
- Organise workbooks using file folders
- Save data in appropriate formats for different uses