

## Getting Started

- Move The Cell Pointer
- Enter Data (Text, Numbers, Dates)
- Use AutoComplete
- Change Column Widths
- Delete Data
- Save Workbook
- Close Workbook
- Create New Workbook
- Open Workbook
- Open Recent Workbooks
- Scrolling
- Zoom In / Zoom Out
- View Different Sheets
- Spell Check
- Quick Print

## Selecting Data

- Select Cells
- Select A Row / Rows
- Select A Column / Columns
- Select All Cells
- Select Non-Adjacent Cells
- Select Non-Adjacent Rows
- Select Non-Adjacent Columns

## Formatting & Alignment

- Bold
- Italics
- Underline
- Borders
- Fill Color
- Font Color
- Font Size
- Horizontal Alignment
- Vertical Alignment
- Text Orientation
- Merge And Center
- Increase / Decrease Decimals
- Number Formatting
- Currency Formatting
- Date Formatting
- Use Format Painter Tool

## Working With Data

- Edit Cell Contents By Double-Clicking
- Edit Cell Contents Using Formula Bar
- Delete A Column / Row
- Insert A Column / Row
- Move Data Using Mouse

## Working With Sheets

- Rename A Sheet
- Insert A Sheet
- Move A Sheet
- Delete A Sheet
- Copy & Paste Within A Sheet
- Copy & Paste Between Sheets

## Using Basic Formula

- Use Sum Tool To Add
- Subtract A Cell From Another Cell
- Multiply Two Cells
- Multiply A Cell By A Percentage
- Edit Formulae

## The Fill Tool

- Copy Numbers / Text
- Use CTRL + ENTER Shortcut
- Fill Days Of Week
- Fill Months
- Fill Dates
- Copy A Formula

## Basic Page Layout Options

- Print Preview
- Change Orientation
- Print Gridlines
- Scale To Fit

## Saving & Printing

- Save Workbook To Subfolder
- Open Workbook From Subfolder
- Print Selection
- Print Copies
- Print Sheets