

Working with Cells

- Use Undo and Redo
- Clear cell content
- Enter text, dates, and numbers
- Edit cell content
- Go to a specific cell
- Insert and delete selected cells
- Cut, copy, paste, paste special, and move cells
- Use the Office Clipboard
- Use Find and Replace
- Clear cell formats
- Work with series (AutoFill)
- Create hyperlinks

Working with Files

- Use Save and Save As (different name, location, and format)
- Locate and open an existing workbook
- Create a folder
- Use templates to create a new workbook
- Save a worksheet/workbook as a Web Page
- Send a workbook via e-mail
- Use the Microsoft Office Assistant

Formatting Worksheets

- Apply font styles (typeface, size, and styles)
- Apply number formats (currency, percent, dates, and commas)
- Modify row and column size
- Modify alignment of cell content
- Adjust decimal places
- Use the Format Painter
- Apply autoforamt
- Apply cell borders and shading
- Merge cells
- Rotate text and change indents
- Define, apply, and remove a style

Page Setup and Printing

- Preview and print worksheets and workbooks
- Use Web Page Preview

- Print a selection
- Change page orientation and scaling
- Set page margins and centering
- Insert and remove a page break
- Set print, and clear a print area
- Set up headers and footers
- Set print titles and options (gridlines, print quality, and headings for rows and columns)

Worksheets and Workbooks

- Insert and delete rows and columns
- Hide and unhide rows and columns
- Freeze and unfreeze rows and columns
- Change the zoom setting
- Move between worksheets in a workbook
- Check spelling
- Rename a worksheet
- Insert and delete worksheets
- Move and copy worksheets
- Link worksheets and consolidate data using 3-D references

Formulas and Functions

- Enter a range within a formula in a drag-and-drop operation
- Enter formulas in a cell and use the formula bar
- Revise formulas
- Use references (absolute and relative)
- Use AutoSum
- Use the Paste Function to insert a function
- Use basic functions (AVERAGE, SUM, COUNT, MIN, and MAX)
- Enter functions using the Formula Palette
- Use date functions (NOW and DATE)
- Use financial functions (FV and PMT)
- Use logical functions (IF)

Using Charts and Objects

- Preview and print charts
- Use the Chart Wizard to create a chart
- Modify charts
- Insert, move, and delete an object (graphic)
- Create and modify lines and objects