**WEEK I:**

* **Ribbon:** toolbar at the top. It has different tabs.
* **Home tab:** font group,
* **Small dialogue launcher** at bottom gives additional options
* **Quick access toolbar** at the top,
* **Status bar** at the bottom,
* **Ctrl + home** : Takes at the top if the screen
* **Split in View** helps to split pages to compare rows not on same page
* **Freeze panes** is like split but can help us freeze rows and columns.
* **Switch windows** help in moving to different workbooks.
* **Delete** in ribbon and on keyboard
* F2 for double click in a cell
* **Fill handle:** copying and auto incremental series
* Double clicking the fill handle automatically fills all rows. It also gives options at the corner of last cell

**WEEK II:**

* Manual formulas
* Functions: Autosum, Max, Min, AVG
* Relative and absolute references, absolute reference is given by $A$4
* Additional options: Auto calculate, language, auto save, Custom quick access toolbar, custom ribbon

**WEEK III:**

* Borders, Custom Borders, no border
* Alignment, Wrap text: helps to align text properly in the existing cell without adjusting cell width.
* Merge and centre, orientation, Format painter copies format of a cell. Alternative filling in cells can be done and copied.
* Clear tool can be used to remove formats.
* Number formatting: Adding currency, number of digits after decimal, positioning the currency.

**WEEK IV:**

* Adding and Deleting rows and columns. Multiple columns can be added by selecting multiple columns, new columns will be added to the left of selected columns.
* Hide columns.
* Find and select
* Filters: Hide info we don’t need. Date filters, Number filter has greater than, less than etc.
* Conditional formatting: Highlight cells with either > or < or between or any such order, data bars, particular name etc

**WEEK V:**

* Page breaks, Manual page breaks,
* Print preview, Margins, Number of pages to be printed can be entered.
* Scaling, i.e. zoom %
* Print title, Print particular row or column on every page
* Headers and footers
* Page break

**WEEK VI:**

* Charts: Pie charts, Column charts, Line charts
* Fill handles can be used to edit existing charts, need not draw from start
* Modifying charts, resizing,
* Chart area, Plot area, Legends, Title, Style