**Basics of Excel:**

1. Creating a workbook in Excel: Refer [here](https://support.microsoft.com/en-us/office/create-a-workbook-in-excel-94b00f50-5896-479c-b0c5-ff74603b35a3?wt.mc_id=otc_excel#)
2. Insert or delete a worksheet: Refer [here](https://support.microsoft.com/en-us/office/insert-or-delete-a-worksheet-19d3d21e-a3b3-4e13-a422-d1f43f1faaf2)
3. Move or copy worksheets or worksheet data: Refer [here](https://support.microsoft.com/en-us/office/move-or-copy-worksheets-or-worksheet-data-47207967-bbb2-4e95-9b5c-3c174aa69328)
4. Insert or delete rows and columns: Refer [here](https://support.microsoft.com/en-us/office/insert-or-delete-rows-and-columns-6f40e6e4-85af-45e0-b39d-65dd504a3246?wt.mc_id=otc_excel#)
5. Select Cell contents: Refer [here](https://support.microsoft.com/en-us/office/select-cell-contents-in-excel-23f64223-2b6b-453a-8688-248355f10fa9)
6. Move or copy cells and cell contents: Refer [here](https://support.microsoft.com/en-us/office/move-or-copy-cells-and-cell-contents-803d65eb-6a3e-4534-8c6f-ff12d1c4139e?wt.mc_id=otc_excel#)
7. Change the column width or row height in Excel: Refer [here](https://support.microsoft.com/en-us/office/change-the-column-width-or-row-height-in-excel-4c0b8edc-4fb6-4af0-9374-7a953f48527b)
8. Merge and unmerge cells: Refer [here](https://support.microsoft.com/en-us/office/merge-and-unmerge-cells-5cbd15d5-9375-4540-907f-c673a93fcedf)
9. Freeze panes to lock rows/ columns: Refer [here](https://support.microsoft.com/en-us/office/freeze-panes-to-lock-rows-and-columns-dab2ffc9-020d-4026-8121-67dd25f2508f)
10. Hide or show rows or columns: Refer [here](https://support.microsoft.com/en-us/office/hide-or-show-rows-or-columns-659c2cad-802e-44ee-a614-dde8443579f8)
11. Print a worksheet or a workbook: Refer [here](https://support.microsoft.com/en-us/office/print-a-worksheet-or-workbook-f4ad7962-b1d5-4eb9-a24f-0907f36c4b94)
12. Use Excel as your calculator: Refer [here](https://support.microsoft.com/en-us/office/use-excel-as-your-calculator-a1abc057-ed11-443a-a635-68216555ad0a)
13. Fill data automatically in worksheet cells: Refer [here](https://support.microsoft.com/en-us/office/fill-data-automatically-in-worksheet-cells-74e31bdd-d993-45da-aa82-35a236c5b5db)

For more information, you can refer [here](https://support.microsoft.com/en-us/office/excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb) and select the chapter accordingly