

KEY TAKEAWAYS

CHAPTER TITLE

Excel Basics: Getting Started

VIDEO TITLE

Getting Familiar With Excel

- 1 Excel building blocks include sheets, cells, rows, columns, the ribbon menu, and the formula bar.
- 2 An Excel workbook is saved with the extension '**.xlsx**'.
- 3 The most commonly used operations in Excel are **filtering, sorting, and conditional formatting**.

Keyboard Shortcuts

- ➡ Control + Scroll Mouse - to increase/decrease the cell size
- ➡ Control + Z - Undo
- ➡ Control + C - Copy
- ➡ Control + V - Paste