**Microsoft Excel Training**

**The Basics**

Creating a New Workbook

Navigating in Excel

Moving the Cell Pointer

Using Excel Menus

Using Excel Toolbars: Hiding, Displaying, and Moving Toolbars

Entering Values in a Worksheet and Selecting a Cell Range

Previewing and Printing a Worksheet

Getting Help from the Office Assistant

Saving a Workbook & Re-opening a saved workbook

**Formatting a Worksheet**

Creating Headers, Footers, and Page Numbers

Adjusting Page Margins and Orientation

Adding Print Titles and Gridlines, rows to repeat at top of each page

Formatting Fonts & Values

Adjusting Row Height and Column Width

Changing Cell Alignment

Adding Borders

Applying Colors and Patterns

Using the Format Painter

Using AutoFormat

Merging Cells, Rotating Text, and using AutoFit

Using AutoFill

**Managing your workbooks**

Switching Between Sheets in a Workbook

Inserting and Deleting Worksheets

Renaming and Moving Worksheets

Protecting a Workbook

Hiding Columns, Rows and Sheets

Splitting and Freezing a Window

Inserting Page Breaks

Advanced Printing Options

**Editing a Workbook**

Entering Date Values and using AutoComplete

Editing, Clearing, and Replacing Cell Contents

Cutting, Copying, and Pasting Cells

Moving and Copying Cells with Drag and Drop

Collecting and Pasting Multiple Items

Using the Paste Special Command

Inserting and Deleting Cells, Rows, and Columns

Using Undo, Redo, and Repeat

Checking Your Spelling

Finding and Replacing Information

Inserting Cell Comments

**Formulas**

Creating a basic Formula

Calculating Value Totals with AutoSum

Editing & Copying Formulas

Fixing Errors in Your Formulas

Formulas with Several Operators and Cell Ranges

**Working with the Forms Menu**

Sorting, Subtotaling & Filtering Data

Copy & Paste Filtered Records

Using Data Validation

**Creating & Working with Charts**

Creating a Chart

Moving and Resizing a Chart

Formatting and Editing Objects in a Chart

Changing a Chart's Source Data

Changing a Chart Type and Working with Pie Charts

Adding Titles, Gridlines, and a Data Table

Formatting a Data Series and Chart Axis

Annotating a Chart

Working with 3-D Charts

Selecting and Saving a Custom Chart

Using Fill Effects

Mapping Data

Modifying a Map

**Data Analysis & Pivot Tables**

Creating a PivotTable

Specifying the Data a PivotTable Analyzes

Changing a PivotTable's Calculation

Selecting What Appears in a PivotTable

Grouping Dates in a PivotTable

Updating a PivotTable

Formatting and Charting a PivotTable

**Automating Tasks with Macros**

Recording a Macro

Playing a Macro and Assigning a Macro a Shortcut Key

Adding a Macro to a Toolbar