



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 selected cells, use the Office Clipboard
- Use Find and Replace
- Clear cell formats
- Work with series (AutoFill)
- Create hyperlinks

Working with files

- Use Save
- Use Save As (different name, location, 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 email
- Use the Office Assistant

Formatting worksheets

- Apply font styles (typeface, size, color and styles)
- Apply number formats (currency, percent, dates, comma)
- Modify size of rows and columns
- Modify alignment of cell content
- Adjust the decimal place
- Use the Format Painter
- Apply autofomat
- Apply cell borders and shading
- Merging cells
- Rotate text and change indents



- Define, apply, and remove a style

Page setup and printing

- Preview and print worksheets & 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, row & column headings)

Working with worksheets & 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 & consolidate data using 3D References

Working with formulas & functions

- Enter a range within a formula by dragging
- Enter formulas in a cell and using the formula bar
- Revise formulas
- Use references (absolute and relative)
- Use AutoSum
- Use Paste Function to insert a function
- Use basic functions (AVERAGE, SUM, COUNT, MIN, 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 chart wizard to create a chart
- Modify charts
- Insert, move, and delete an object (picture)
- Create and modify lines and objects

Expert Level Importing and exporting data

- Import data from text files (insert, drag and drop)
- Import from other applications
- Import a table from an HTML file (insert, drag and drop - including HTML round tripping)
- Export to other applications

Using templates

- Apply templates
- Edit templates
- Create templates

Using multiple workbooks

- Using a workspace
- Link workbooks

Formatting numbers

- Apply number formats (accounting, currency, number)
- Create custom number formats
- Use conditional formatting



Printing workbooks

- Print and preview multiple worksheets
- Use the Report Manager

Working with named ranges

- Add and delete a named range
- Use a named range in a formula
- Use Lookup Functions (Hlookup or Vlookup)

Working with Ribbons

- Hide and display ribbons
- Customize a ribbon
- Assign a macro to a command button

Using macros

- Record macros
- Run macros
- Edit macros

Auditing a worksheet

- Work with the Auditing Toolbar
- Trace errors (find and fix errors)
- Trace precedents (find cells referred to in a specific formula)
- Trace dependents (find formulas that refer to a specific cell)

Displaying and Formatting Data

- Apply conditional formats
- Perform single and multi-level sorts
- Use grouping and outlines
- Use data forms



- Use subtotaling
- Apply data filters
- Extract data
- Query databases
- Use data validation

Using analysis tools

- Use PivotTable autoformat
- Use Goal Seek
- Create pivot chart reports
- Work with Scenarios
- Use Solver
- Use data analysis and PivotTables
- Create interactive PivotTables for the Web
- Add fields to a PivotTable using the Web browser

Collaborating with workgroups

- Create, edit and remove a comment
- Apply and remove worksheet and workbook protection
- Change workbook properties
- Apply and remove file passwords
- Track changes (highlight, accept, and reject)
- Create a shared workbook
- Merge workbooks