



## **1). INTRODUCTION TO MICROSOFT EXCEL XP**

### **WHAT IS EXCEL?**

Microsoft Excel XP  
Using Excel as a Spreadsheet  
Using Excel as a Database  
Analyzing Data  
Microsoft Web Site

### **EXCEL FILE TYPES**

Spreadsheet files  
Online Publishing files  
XML files  
Template files

### **EXCEL ENVIRONMENT**

Working with the Excel window  
Using the Formula Bar  
Using the Task Pane  
Using the New Workbook Pane  
Using the Clipboard Pane  
Using the Basic Search Pane  
Using the Insert Clip Art Pane  
Searching for a Clip Art:  
Customizing the search  
Searching using the Clip Organizer  
Using the Status Bar  
Exiting Excel XP

### **TOOLBARS**

Using Toolbars  
Showing a Toolbar  
Hiding a Toolbar  
Moving a Toolbar  
Using the Standard Toolbar  
Using the Formatting Toolbar

### **OFFICE ASSISTANT**

Microsoft Office Assistant  
Using Tips of the Day  
Displaying the Office Assistant  
Displaying Tips  
Hiding the Office Assistant  
Customizing the Office Assistant

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## **2). WORKBOOKS AND WORKSHEETS**

### **CREATING AND OPENING WORKBOOKS**

Creating a new Workbook  
Creating a new Workbook using a template  
Opening an existing Workbook

### **WORKING WITH WORKBOOKS**

Understanding Workbooks and Worksheets  
Minimizing a Workbook  
Saving Workbooks  
Saving a backup copy  
Saving Summary Information  
Closing Workbooks

### **WORKING WITH WORKSHEETS**

Zooming the Worksheet View  
Renaming Worksheets  
Changing the Sheet Tab color  
Inserting Worksheets  
Reordering Worksheets  
Deleting Worksheets  
Customizing Worksheet Views

### **WORKING WITH CELLS**

Understanding Cells and Ranges  
What is the Active Cell?

### **NAVIGATING WITHIN A WORKSHEET**

Navigating to a specific Cell  
Moving around the Worksheet  
Moving within a selection

### **NAVIGATING THE WORKBOOK**

Navigating between Worksheets using the mouse  
Moving between Worksheets using the keyboard  
Moving from one Workbook to another

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## **3). SPREADSHEET DATA**

### **ENTERING DATA**

Entering text  
Entering numbers as numeric values



Entering numbers as text  
Entering dates  
Entering current date  
Entering current time  
Customizing the movement of the Active Cell  
Entering data into a range of cells  
Filling a range of cells with the same data

#### **USING TIME SAVING FEATURES**

Using Auto Complete  
Using a Pick List  
Using AutoCorrect  
Viewing items that will be corrected  
Adding items to AutoCorrect  
Deleting an AutoCorrect item  
Using Smart Tags  
Turning Smart Tags on

#### **CHECKING THE SPELLING**

Checking spelling in a Worksheet  
Correcting spelling errors

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## **4). FORMATTING AND CUSTOMIZING DATA**

#### **SELECTING ITEMS IN EXCEL**

Selecting a Cell  
Selecting a Row  
Selecting a Column  
Selecting a Range  
Selecting a non-contiguous Range  
Selecting an entire Worksheet  
Selecting several Worksheets  
Selecting all Worksheets

#### **FORMATTING TEXT**

Changing the Font  
Changing the Font size  
Changing the Font style  
Changing the Underline  
Changing the Font effects  
Resetting Font formatting  
Changing the default Font characteristics of the current Workbook  
Changing the default Font in new Workbooks

#### **FORMATTING NUMBERS**

Formatting numbers using the Formatting Toolbar  
Applying the Currency Format  
Applying the Percent Format  
Applying the Number Format

Applying custom formatting  
Setting a fixed decimal places for numeric values

#### **MANIPULATING DATA**

Aligning data horizontally within a cell  
Aligning data vertically within a cell  
Centering headings over multiple columns  
Wrap multiple lines of data in a cell  
Indenting data within a cell  
Changing the text orientation

#### **FORMATTING COLUMNS AND ROWS**

Changing the Column width numerically  
Changing the Column width visually  
Changing Column width to fit data  
Setting the default Column widths  
Changing the Row height numerically  
Changing the Row height visually  
Changing the Row height to fit data

#### **FORMATTING WITH COLORS AND PATTERNS**

Changing the color of your text  
Applying fill color to cells  
Removing fill color from cells  
Applying pattern to cells  
Removing pattern from cells

#### **ADDING AND EDITING BORDERS**

Selecting a Border style  
Applying Borders  
Removing Borders  
Changing the style and color of Borders

#### **USING AUTOFORMAT**

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## **5). EDITING SPREADSHEETS**

#### **CUTTING, COPYING, AND PASTING**

Cutting data  
Copying data  
Pasting data  
Inserting copied Cells  
Copying multiple items to the Office Clipboard  
Pasting items from the Office Clipboard  
Deleting items from the Office Clipboard  
Copying data by dragging and dropping  
Copying data over several cells  
Copying an object to another Worksheet location

#### **INSERTING AND DELETING**

Inserting Rows



- Inserting Columns
- Inserting Cells
- Deleting Rows or Columns
- Deleting the contents of a Cell or Range
- Deleting data without deleting the cell formatting
- Removing cell formatting without deleting the data
- Deleting Cells
- Deleting Objects

#### **USING FIND AND REPLACE**

- Searching for text or numbers
- Replacing text or numbers

#### **USING UNDO AND REDO**

- Undoing the last action
- Undoing multiple actions
- Redoing the last Undo
- Redoing multiple Undos

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## **6). FORMULAS AND FUNCTIONS**

### **ENTERING FORMULAS**

- Understanding a Formula
- Using the Formula toolbar
- Entering a Formula
- Entering a Cell or Range reference
- Using relative and absolute Cell references
- Editing Formulas

### **ENTERING FUNCTIONS**

- Understanding a Function
- Entering Functions
- Using the AutoSum Functions
- Using the SUM Function
- Using the AVERAGE Function
- Using the COUNT Function
- Using the MAX Function
- Using the MIN Function

### **USING NAMED CELLS AND RANGES IN FORMULAS**

- Choosing names for Cells and Ranges
- Naming Cells or Ranges
- Navigating Workbooks using Cell or Range names
- Creating named Ranges based on Cell values
- Deleting named Cells or Ranges
- Using named Cells and Ranges in Formulas

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## **7). PRINTING**

### **USING PAGE SETUP**

- Changing page orientation
- Setting the scale of the page
- Setting paper size
- Setting print quality
- Beginning page numbering with a different number

### **MARGINS**

- Changing the Margins
- Changing the Header and Footer Margins
- Changing the Margins in Print Preview
- Centering the data on a page

### **HEADERS AND FOOTERS**

- Using standard Headers and Footers
- Creating custom Headers or Footers

### **PRINTING A SPREADSHEET**

- Setting the print area using Print Area
- Setting the print area using Page Setup
- Printing Row or Column titles on every page
- Selecting elements to print
- Previewing a Worksheet
- Setting the order pages are printed
- Printing a Workbook