

**LESSON ONE**

Learning Worksheet Fundamentals
Creating a Workbook
Understanding Microsoft Excel Window Elements
Selecting Cells
Selecting a Range of Cells
Entering Text in a Worksheet
Entering Numbers in a Worksheet
Entering Dates in a Worksheet
Entering a Range of Data
Editing Cell Contents
Moving between Worksheets
Naming and Saving a Workbook
Opening a Workbook
Renaming a Worksheet
Previewing and Printing a Worksheet
Closing a Workbook and Quitting Excel

LESSON TWO

Editing and Formatting Worksheets
Formatting Numbers
Adjusting the Size of Rows and Columns
Aligning Cell Contents
Finding and Replacing Cell Contents
Inserting and Deleting Cells, Rows, and Columns
Cutting, Copying, Pasting, and Clearing Cells
Using Additional Paste Features

LESSON THREE

Formatting Cells
Formatting Text
Formatting Numbers as Currency
Using Format Painter
Adding Borders to Cells
Adding Shading to Cells
Using AutoFormat
Creating and Applying Styles
Merging Cells

LESSON FOUR

Changing Print Options
Adding a Header and Footer
Changing Margins
Changing the Orientation and Scale
Adding and Deleting Page Breaks
Setting and Clearing a Print Area
Setting Other Print Options

LESSON FIVE

Organizing Worksheets and Window Display
Magnifying and Shrinking a Worksheet On-Screen
Hiding Rows and Columns
Freezing Rows and Columns
Managing Worksheets in a Workbook
Sorting Data
Filtering Data

LESSON SIX

Working with Charts
Creating Charts Using the Chart Wizard
Moving and Resizing Charts
Modifying Chart Titles and Adding Axis Labels
Moving and Formatting Chart Elements
Changing the Chart
Type and Organizing the Source Data
Updating Data and
Formatting the Axes
Adding Gridlines and Arrows
Previewing and Printing Charts

LESSON SEVEN

Performing Basic Calculations
Building Formulas
Copying Formulas
Working with Cell References
Editing Formulas
Exploring Functions
Creating a Three-Dimensional Formula

LESSON EIGHT

Using Basic Financial and Logical Functions
Using the PMT Function to Forecast Loan
Payments
Calculating Cumulative Interest
Computing Investment Value
Using the IF Function

LESSON NINE

Using Excel with the Internet
Inserting and Editing Hyperlinks
Saving Worksheets and Workbooks as Web Pages
Sending Workbooks via E-mail
Managing Comments