

TUTORIAL 1 GETTING STARTED WITH EXCEL

CREATING AN ORDER REPORT

- Understanding the use of spreadsheets
- Learn the parts of the Excel window
- Scroll through a worksheet and navigate between worksheets
- Create and save a workbook file
- Enter text, numbers, and dates into a worksheet
- Resize, insert, and remove columns and rows
- Select and move cell ranges
- Insert formulas and functions
- Insert, delete, move and rename worksheets
- Work with editing tools
- Preview and print a workbook

TUTORIAL 2 FORMATTING A WORKBOOK

FORMATTING A FINANCIAL REPORT

- Format text, numbers, and dates
- Change font colors and fill colors
- Merge a range into a single cell
- Apply built in cell style
- Select a different theme
- Apply a built in table style
- Add conditional formats to tables with highlight rules and data bars
- Hide worksheet rows
- Insert print titles, set print areas, and insert page breaks
- Enter headers and footers

TUTORIAL 3 WORKING WITH FORMULAS AND FUNCTIONS

DEVELOPING A BUDGET

- Copy formulas
- Build formulas containing relative, absolute and mixed references
- Review function syntax
- Insert function with the Insert Function dialog box
- Search for a function
- Type a function directly in a cell
- Use AutoFill to fill in a formula and complete a series
- Enter the IF logical function
- Insert the date with the TODAY function
- Calculate monthly mortgage payments with the PMT financial function

TUTORIAL 4 WORKING WITH CHARTS AND GRAPHICS

CHARTING FINANCIAL DATA

- Create an embedded chart
- Work with chart titles and legends
- Create and format a pie chart
- Work with 3D charts
- Create and format a column chart
- Create and format a line chart
- Use custom formatting with chart axes
- Work with tick marks and scale values
- Create and format a combined chart
- Insert and format a graphic shape
- Create a chart sheet