

# Spreadsheet Basics with Excel

## Excel 2003 Level 1



### **Working with Worksheets**

- Navigating a Worksheet
- Keyboard Shortcuts for Moving Around in a Worksheet
- Adding Column Labels and Entering Values into Cells
- Calculating Value Totals Using AutoSum
- Entering Formulas
- Previewing and Printing a Worksheet

### **Editing a Worksheet**

- 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
- Working with Absolute and Relative Cell References
- Using the Paste Special Command
- Inserting and Deleting Cells, Rows and Columns
- Finding and Replacing Information
- Inserting Cell Comments and Understanding Smart Tags

### **Formatting a Worksheet**

- Formatting Fonts and Values
- Adjusting Row Height and Column Width and Changing Cell Alignment
- Adding Borders, Colors and Patterns
- Using the Format Painter and AutoFormat
- Creating a Custom Number Format
- Creating, Applying and Modifying a Style
- Formatting Cells with Conditional Formatting
- Merging Cells, Rotating Text, and using AutoFit

### **Managing Your Workbooks**

- Inserting, Deleting, Renaming, Moving and Consolidating Worksheets
- Splitting and Freezing a Window; Hiding Columns, Rows and Sheets
- Working with Several Workbooks and Windows
- Referencing External Data
- Creating Headers, Footers and Page Numbers
- Specifying a Print Area and Controlling Page Breaks
- Adjusting Page Margins and Orientation, Adding Print Titles and Gridline
- Protecting a Worksheet
- Working with Templates