

Lesson 1: Getting Started

Topic 1A: Identify What You Can Do with Excel

Task 1A-1:

Topic 1B: Enter Data in a Worksheet

Topic 1C: Edit Data

Topic 1D: Change Text Appearance

Topic 1E: Save a Workbook

Topic 1F: Obtain Help

Lesson 2: Editing Your Worksheet

Topic 2A: Move Data to Other Cells

Task 2A-1:

Topic 2B: Copy Data to Other Cells

Topic 2C: Fill Cells with a Series of Data

Topic 2D: Insert and Delete Rows and Columns

Topic 2E: Undo and Redo an Entry

Topic 2F: Find and Replace Numbers

Topic 2G: Enter Data in a Range

Topic 2H: Verify Data in a Range

Lesson 3: Performing Calculations

Topic 3A: Sum a Range of Data

Task 3A-1:

Topic 3B: Use a Built-in Function

Topic 3C: Copy a Formula

Topic 3D: Create an Absolute Reference

Lesson 4: Formatting

Topic 4A: Specify Numeric Format

Task 4A-1:

Topic 4B: Create a Custom Numeric Format

Topic 4C: Change Font Size and Type

Topic 4D: Create and Apply Styles

Topic 4E: Add Borders to Cells

Topic 4F: Find and Replace Formats

Topic 4G: Change Column Width and Row Height

Topic 4H: Align Cell Contents

Topic 4I: Merge and Split Cells

Topic 4J: Apply an AutoFormat

Lesson 5: Working with Multiple Worksheets

Topic 5A: Format Worksheet Tabs

Topic 5B: Reposition Worksheets in a Workbook

Topic 5C: Copy Worksheets

Topic 5D: Change the Number of Worksheets

Lesson 6: Creating and Modifying Charts

Topic 6A: Create a Chart

Topic 6B: Modify Chart Items

Topic 6C: Format a Chart

Topic 6D: Change the Chart Type

Lesson 7: Setting Page Display and Printing Options

Topic 7A: Freeze and Unfreeze Rows and Columns

Topic 7B: Set Print Titles

Topic 7C: Set Page Margins

Topic 7D: Create a Header and Footer
Topic 7E: Change Page Orientation
Topic 7F: Insert and Remove a Page Break
Topic 7G: Print a Range