

# Outline – Beginning Excel

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## Introduction

- Course Objectives
- What is Microsoft Excel?

## Excel Basics

- Excel Terminology
- Starting Excel
- The Excel Window
- Using the Menus
- Using the Keyboard
- Using the Toolbars
- Getting Help
- Exiting Excel

## Creating a Worksheet

- Moving Through Worksheets
- Creating a New Worksheet
- Using AutoFill
- Saving a New Worksheet
- Opening Worksheets
- Editing Data

## Printing Worksheets

- Previewing Worksheets
- Printing Worksheets

## Formatting Worksheets

- Ways to Select Data
- Editing Rows and Columns
- Formatting Numbers
- Changing the Alignment of Data
- Copying Data
- Moving Data
- The Spelling Tool
- Setting Margins

## Enhancing Worksheets

- Changing the Text Appearance
- Adding Borders and Shading
- Using AutoFormat
- Adding Graphics to Worksheets

## Using Formulas

- What are Formulas
- Creating Formulas
- Copying Formulas

## Enhancing Worksheets Using Advanced Features

- Copying Titles on Every Page
- Comments
- Creating Headers and Footers

## Creating Charts

- Creating a Chart
- How Worksheet Data Appears on a Chart
- Modifying Charts
- Printing Charts
- Creating a PivotTable

## Modifying the Window Display

- Customizing the Toolbars
- Change Default Font
- Showing and Hiding the Gridlines
- Displaying the Formulas
- Splitting and Freezing Window Panes
- Arranging Multiple Windows
- Using Summary Information

Please feel free to add any feature you are interested in learning.