**Course Outline**

**Getting Started**
Starting Excel
Opening a Workbook
Understanding the Display Screen
Understanding the Ribbon and the functions it contains
Exploring the File Tab
Switching Between Opened Workbooks
Using Excel Help

**Entering Data**
Creating a New Workbook

Selecting a single cell
Selecting a Range of Cells
Entering Constant Values
Editing Cell Contents
Clearing Cell Contents
Working with Undo and Redo
Saving a Workbook

Closing a Workbook

**Using Formulas**
Entering Formulas

Basic rules

Defining order of operations
Using the SUM Function
 Summing Columns and Rows

Summing a selected set of cells
Using Basic Statistical Functions

 Average

 Maximum and Minimum

 Count

Using the IF Function

Using Formula Error Checking

**Working with Constant Values and Formulas**
Defining fixed locations for constants

Using fixed locations in Formulas

**Formatting Worksheets**
Formatting Numbers
Changing the Font Format
Aligning Cell Contents
Merging Cells
Adding Borders
Applying Cell Styles

**Modifying Columns and Rows**
Changing Column Width
Changing Row Height
Inserting and Deleting Columns or Rows
Hiding Columns or Rows

**Editing Workbooks**
Working with AutoCorrect
Checking Spelling
Using Find and Replace

**Printing Worksheets**
Using Print Preview
Working with Print Settings
Using Page Setup Tools
Working in Page Layout View
Creating a Header and Footer
Using Page Break Preview
Printing a Worksheet
Defining a Range

Printing a Range

Exiting Excel

**Work with P&L Template**

Examine Layout of template

Assign formatted labels

Develop formulas for calculated cells

Create fixed constants to adjust data

Format worksheet for printing

