**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

