

Contents

Downloading the sample files.....	11
Problem resolution	11
Typographical Conventions Used In This Book	12
How to use this book	14
First page of a session.....	17
Every lesson is presented on two facing pages.....	18
Learning by participation	19
Session One: Basic Skills	21
Session Objectives	21
Lesson 1-1: Configure your mouse and understand right clicking	22
Lesson 1-2: Start Excel and open a new blank workbook	24
Lesson 1-3: Check that your Excel version is up to date	26
Lesson 1-4: Change the Office Theme.....	28
Lesson 1-5: Minimize, re-size, move and close the Excel window	30
Lesson 1-6: Understand Full Screen view	32
Lesson 1-7: Download the sample files and open/navigate a workbook.....	34
Lesson 1-8: Save a workbook to a local file	36
Lesson 1-9: Understand common file formats	38
Lesson 1-10: Pin a workbook and understand file organization.....	40
Lesson 1-11: View, move, add, rename, delete and navigate worksheet tabs.....	42
Lesson 1-12: Use the ribbon.....	44
Lesson 1-13: Understand Ribbon components	46
Lesson 1-14: Customize the Quick Access Toolbar and preview the printout.....	48
Lesson 1-15: Understand views	50
Lesson 1-16: Hide and Show the Formula Bar and ribbon	52
Lesson 1-17: Use the help search system	54
Session 1: Exercise.....	57
Session 1: Exercise answers	59
Session Two: Doing Useful Work with Excel	61
Session Objectives	61
Lesson 2-1: Enter text and numbers into a worksheet.....	62
Lesson 2-2: Create a new workbook and view two workbooks at the same time	64
Lesson 2-3: Use AutoSum to quickly calculate totals	66
Lesson 2-4: Select a range of cells and understand Smart Tags	68
Lesson 2-5: Enter data into a range and copy data across a range.....	70
Lesson 2-6: Select adjacent and non-adjacent rows and columns.....	72
Lesson 2-7: Select non-contiguous cell ranges and view summary information	74

Lesson 2-8: AutoSelect a range of cells	76
Lesson 2-9: Re-size rows and columns.....	78
Lesson 2-10: Use AutoSum to sum a non-contiguous range	80
Lesson 2-11: Use AutoSum to quickly calculate averages.....	82
Lesson 2-12: Create your own formulas	84
Lesson 2-13: Create functions using Formula AutoComplete	86
Lesson 2-14: Use AutoFill for text and numeric series.....	88
Lesson 2-15: Use AutoFill to adjust formulas	90
Lesson 2-16: Use AutoFill options	92
Lesson 2-17: Speed up your AutoFills and create a custom fill series	94
Lesson 2-18: Understand linear and exponential series	96
Lesson 2-19: Use the zoom control	98
Lesson 2-20: Print out a worksheet.....	100
Session 2: Exercise	103
Session 2: Exercise answers.....	105
Appendix A: Skills Covered in the follow-on Essential Skills Course	109
Essential skills course outline.....	110
Appendix B: Skills Covered in the follow-on Expert Skills Course	115
Expert skills course outline.....	116
Index	121