

Microsoft Excel

Level 2



Work with Cells, Rows and Columns

- Change the width of several columns
- Change the width of all columns in a sheet
- Change the height of several rows
- Change the height of all rows in a sheet
- Select non-adjacent cells
- Select non-adjacent rows
- Select non-adjacent columns
- Use the Insert Cells tool to insert a cell
- Use the Delete Cells tool to delete a cell

Use Formatting Tools

- Change the font size of all cells in a sheet
- Change the font of all cells in a sheet
- Apply borders to all cells in a sheet
- Apply borders to specific cells
- Use the Increase Decimal / Decrease Decimal tool
- Apply Number Formatting
- Apply Currency Formatting
- Apply Date Formatting
- Apply Text Formatting
- Use the Format Painter tool to copy the format of cell
- Use the Format Painter tool to copy the format of range of cells

Use Alignment Tools

- Use the Top Align tool
- Use the Middle Align tool
- Use the Bottom Align tool
- Use the Orientation tool
- Use the Wrap Text tool
- Use the Merge & Center tool
- Use the Increase Indent tool

Copy, Cut and Move Data

- Copy and paste a cell
- Copy and paste a range of cells
- Copy and paste a row
- Copy and paste a column
- Copy a sheet
- Cut and paste a cell
- Cut and paste a range of cells
- Cut and paste a row
- Cut and paste a column
- Move a sheet
- Use the Clipboard

Use the Mouse to Move and Copy Data

- Use the mouse to move a cell
- Use the mouse to move a range of cells
- Use the mouse to move a row
- Use the mouse to copy a cell
- Use the mouse to copy a range of cells
- Use the mouse to copy a row

Work with Basic Calculations

- Use the Status Bar
- Use the AutoSum tool to add a range of cells
- Use the Cancel tool within the formula bar
- Use the Enter tool within the formula bar
- Add a cell to another cell
- Subtract a cell from another cell
- Multiply a cell by another cell
- Multiply a cell by a percentage
- Divide a cell by another cell
- Divide a cell by a number

Use the Fill Handle

- Use the Fill Handle to copy a formula
- Use the Fill Handle to copy a cell
- Use the Fill Handle to copy a range of cells
- Use the Fill Handle to copy a row
- Use the Fill Handle to fill days of the week or months
- Use the Fill Handle to insert a series of numbers
- Use the Fill Handle to insert fixed text and a variable number

Find, Sort and Filter Data

- Use the Find tool
- Use the Replace tool
- Use the Freeze Panes tool
- Sort data by a column
- Filter data using text / a number / a date

Use Page Layout Tools

- Hide a column / unhide a column
- Use the Page Break Preview tool
- Change page margins
- Insert a header / footer
- Insert page numbering

Use Print Settings

- Print gridlines
- Print titles
- Print specific pages
- Print specific sheets
- Print a sheet on 1 page