

Microsoft Excel

Basic User



Select Cells Effectively

- select a cell
- select a range of cells
- select multiple columns
- select multiple rows
- select non-adjacent cells / columns / rows
- select all cells in a sheet

Format Cells and Ranges

- change the width of multiple columns
- change the height of multiple rows
- change the height of all rows
- change the width of all columns
- use horizontal and vertical alignment tools
- modify cell indentation
- change text orientation
- wrap text within cells
- merge cells
- increase / decrease decimals
- apply number formatting
- apply currency formatting
- apply date formatting
- apply text formatting
- use the Format Painter tool to copy the format of a cell
- use the Format Painter tool to copy the format of a row
- use the Format Painter tool to copy the format of a column

Change Workbook Structure

- change sheet tab colour
- rename a sheet
- move a sheet
- copy a sheet within a workbook
- copy a sheet from another workbook
- move a sheet from another workbook

Insert Data in Cells and Ranges

- insert and delete rows
- insert and delete columns
- use the Insert Cells tool to insert a cell
- use the Delete Cells tool to delete a cell
- find data within a workbook
- replace data within a workbook
- insert / edit / remove a website hyperlink
- insert / edit / remove a note
- insert / edit / remove a comment

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Copy, Cut and Paste Data

- copy and paste a cell
- copy selected text and paste into a cell
- copy and paste a cell to a range of cells
- copy and paste a range of cells
- copy and paste between sheets
- copy and paste between workbooks
- use the Paste Options tool to keep source column widths
- cut and paste a cell
- cut and paste a range of cells
- cut and paste a row
- use the mouse to move cells
- use the clipboard

Use the Fill Handle to Enter Data

- 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

Work with Basic Calculations

- use the Status Bar
- use the Sum tool to add a range of cells
- use the Cancel tool / Enter tool
- use the Enter tool within the formula bar
- add a cell to another cell
- subtract a cell from another cell
- use date cells in a formula
- 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 to copy a formula

Summarize and Organize Data

- sort data by a column
- filter data using text / a number / a date
- convert data to a table
- apply conditional formatting to highlight cells

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Configure Worksheets and Workbooks for Distribution

- save a workbook as a PDF
- print a selection
- print specific pages
- print specific sheets
- use scaling options to fit data on a page
- print gridlines
- change orientation
- change margins
- insert a text header / text footer
- insert page numbering in a header or footer
- insert a file path in a header or footer
- insert a logo in a header or footer