

Microsoft Excel – A Beginners Course

SKILL 1: The Cell

SKILL 2: Data

SKILL 3: Cell Reference

SKILL 4: Formulas

SKILL 5: Data Range

SKILL 6: Functions

SKILL 7: SUM

SKILL 8: AVERAGE

SKILL 9: COUNT

SKILL 10: The Ribbon

SKILL 11: Backstage

SKILL 12: Quick Access Toolbar

SKILL 13: Worksheets

SKILL 14: Workbooks

SKILL 15: Cell Selection & Navigation

SKILL 16: Basic Editing

SKILL 17: Insert Rows & Columns

SKILL 18: Delete Rows & Columns

SKILL 19: Hide Rows & Columns

SKILL 20: Data Fill

SKILL 21: Absolute v. Relative v. Mixed cell referencing

SKILL 22: Formatting

SKILL 23: Dialog Box Launcher

SKILL 24: Paste Special

SKILL 25: Format Painter

SKILL 26: Autofit Column Width

SKILL 27: Filtering

SKILL 28: Sorting

SKILL 29: Freeze Panes

SKILL 30: Set Print Titles