Getting to Know Excel
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Understanding The Excel Start Screen
The Excel Workbook Screen
How Excel Works
Using The Ribbon
Showing And Collapsing The Ribbon
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Your First Workbook
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Typing Dates
Typing Formulas
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Checking The Spelling
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Safely Closing A Workbook

Working With Workbooks
Opening An Existing Workbook
Navigating A Workbook
Navigating Using The Keyboard
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Recent Files And Folders
Understanding Data Editing
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Editing Formulas
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Selecting Rows
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Using Fill For Quick Copying
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Copying From One Cell To A Range
Copying From One Range To Another
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Moving Cells And Ranges

Formulas and Functions
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Calculating An Average
Finding A Maximum Value
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Creating More Complex Formulas
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Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References
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Worksheet Appearance
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Formatting Percentages
Formatting As Fractions
Formatting As Dates
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Worksheet Layout
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Approximating Row Height
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Worksheet Zooming
Viewing The Formula Bar
Viewing Worksheet Gridlines
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More Than One Worksheet
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Sorting and Filtering Data
Understanding Lists
Performing An Alphabetical Sort
Performing A Numerical Sort
Sorting On More Than One Column
Understanding Filtering
Applying And Using A Filter
Clearing A Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
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Printing
Understanding Printing
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INFOCUS COURSEWARE

Selecting A Printer
Printing A Range
Printing An Entire Workbook
Specifying The Number Of Copies
The Print Options

Creating Charts
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Choosing The Right Chart
Using A Recommended Chart
Creating A New Chart From Scratch
Working With An Embedded Chart
Resizing A Chart
Repositioning A Chart
Printing An Embedded Chart
Creating A Chart Sheet
Changing The Chart Type
Changing The Chart Layout
Changing The Chart Style
Printing A Chart Sheet
Embedding A Chart Into A Worksheet
Deleting A Chart

Getting Help
Understanding How Help Works
Accessing The Help Window
Navigating The Help Window
Using The Office Website For Help
Using Google To Get Help
Printing A Help Topic
Other Sources Of Assistance

A Guide to Brilliant Spreadsheets
Nothing Beats Good Planning
Organisation And Design
Spot On Formulas
Documented And Easy To Use
The Appropriateness Of Spreadsheets