



Microsoft Excel I: Getting Started

ANATOMY OF AN EXCEL WORKBOOK

ENTERING TEXT AND NUMBERS

Entering Numbers as Text

Editing Cells

SELECTING, MOVING AND COPYING

Selecting Cells, Columns and Rows

Copying Cells

Moving Cells

WORKING WITH WORKSHEETS

Adjusting Column Width and Row Height

Inserting and Deleting Columns and Rows

Inserting and Deleting Cells

Hiding and Unhiding Columns and Rows

Freezing Columns and Rows

Splitting a Worksheet

FORMATTING CELLS

Copying Formats

SORTING AND FILTERING

Sorting a Dataset

Filtering a Dataset

SIMPLE FORMULAS

Creating a Simple Formula

AutoSum

TIME SAVING TIPS

Keyboard Shortcuts

Moving around a Worksheet