

■ Unit 1: Excel Environment:

- Learn mouse and keyboard navigation techniques
- Jump to cells Using the Go To Command
- View, dock, float and customise toolbars

■ Unit 2: Enter and Edit Data:

- Copy and move cells using different techniques
- Select adjacent and non-adjacent cell ranges
- Collect and paste multiple items using the Office Clipboard
- Use the Fill Command to copy cell contents and basic data series
- Locate and modify data with the Find and Replace commands

■ Unit 3: Formulas & Sort Data:

- Explore the difference between relative and absolute cell addresses
- Construct basic formulas and apply a few Excel functions
- Create totals using the AutoSum Button and Status Bar
- Sort data

■ Unit 4: Format Worksheets:

- Create cell borders, patterns and fill colours
- Quickly format worksheets using the AutoFormat Command
- Hide and adjust column widths and row heights
- Insert and delete columns and rows
- Group, move, copy and delete Sheet tabs
- Arrange windows and freeze panes

■ Unit 5: Format Text:

- Apply different fonts, sizes, colours and formats to text
- Apply text control techniques
- Change the alignment, indentation and direction of text

■ Unit 6: Format Numbers and Dates:

- Apply different formats to numbers, dates and times using preset types
- Create custom formats using the Format Cells Dialog Box

■ Unit 7: Printing and Page Set Up:

- Print certain cell ranges and selections
- Set page breaks, print titles, margins, headers/footers and other options
- Display worksheets in Page Break and Print Preview views