



## Microsoft Excel – Intermediate Level

### Getting Started

- Opening Microsoft Excel
- Using Workbooks and Worksheets
- How to Use Menus
- The Office Assistant
- Creating a new workbook
- Entering and Editing Data
- Scrolling and Go To
- Saving a workbook
- Finding files

### Formatting

- Selecting Cells
- Columns and Rows
- Borders, Shading, Fonts, Numeric Formats and Alignment
- Sorting
- Outlining
- Using the Format Painter
- AutoFormat
- Styles

### Editing

- Copying and Moving Selected Cells
- Using the Clipboard
- Clearing and Deleting Selected Cells
- Undo
- Spell check
- Finding or Replacing
- Formulae and Functions

### Working with Range Names

- Creating a Range Name
- Selecting or Going to a Range Name

### Special Features

- Drawing Shapes
- Creating Charts

### Printing

- Page Settings
- Margin Settings
- Header/Footer Setup
- Sheet Settings