

Contents

Introduction	3
Feedback.....	13
Downloading the sample files.....	13
Problem resolution	13
Typographical Conventions Used In This Book.....	14
First page of a session.....	19
Every lesson is presented on two facing pages.....	20
Learning by participation	21
Session One: Basic Skills	23
Session Objectives	23
Lesson 1-1: Start Excel and check your program version	24
Windows 7	25
Windows Vista	25
Windows XP	25
Lesson 1-2: Maximize, minimize, re-size, move and close the Excel window	26
Lesson 1-3: Understand the Application and Workbook windows	28
Lesson 1-4: Download the sample files and open/navigate a workbook.....	30
Lesson 1-5: Save a workbook	32
Lesson 1-6: Understand common file formats	34
Excel Workbook (the Open XML format).....	34
Excel Macro Enabled Workbook.....	34
Excel 97-2003 Workbook.....	35
Excel Binary Workbook.....	35
PDF	35
Other formats	35
Lesson 1-7: Pin a workbook and understand file organization.....	36
Lesson 1-8: View, move, add, rename, delete and navigate worksheet tabs.....	38
Lesson 1-9: Use the Versions feature to recover an unsaved Draft file	40
Lesson 1-10: Use the Versions feature to recover an earlier version of a workbook	42
Lesson 1-11: Use the Ribbon	44
Lesson 1-12: Understand Ribbon components	46
Normal button.....	46
Menu button	46
Split button	46
Check box.....	46
Command group.....	46
Dialog launcher	47

Drop down list.....	47
Drop down gallery.....	47
Rich menu	47
Lesson 1-13: Customize the Quick Access Toolbar and preview the printout.....	48
Lesson 1-14: Use the Mini Toolbar, Key Tips and keyboard shortcuts	50
Lesson 1-15: Understand views	52
Lesson 1-16: Use full screen view	54
Lesson 1-17: Use the help system	56
Session 1: Exercise.....	59
Session 1: Exercise answers.....	61

Session Two: Doing Useful Work with Excel 63

Session Objectives	63
Lesson 2-1: Enter text and numbers into a worksheet	64
Lesson 2-2: Create a new workbook and view two workbooks at the same time	66
Lesson 2-3: Use AutoSum to quickly calculate totals.....	68
Lesson 2-4: Select a range of cells and understand Smart Tags.....	70
Lesson 2-5: Enter data into a range and copy data across a range.....	72
Lesson 2-6: Select adjacent and non-adjacent rows and columns	74
Lesson 2-7: Select non-contiguous cell ranges and view summary information	76
Lesson 2-8: AutoSelect a range of cells	78
Lesson 2-9: Re-size rows and columns.....	80
Lesson 2-10: Use AutoSum to sum a non-contiguous range	82
Lesson 2-11: Use AutoSum to quickly calculate averages.....	84
Lesson 2-12: Create your own formulas	86
Lesson 2-13: Create functions using Formula AutoComplete	88
Lesson 2-14: Use AutoFill for text and numeric series.....	90
Lesson 2-15: Use AutoFill to adjust formulas	92
Lesson 2-16: Use AutoFill options	94
Lesson 2-17: Speed up your AutoFills and create a custom fill series	96
Lesson 2-18: Use the zoom control	98
Lesson 2-19: Print out a worksheet.....	100
Session 2: Exercise.....	103
Session 2: Exercise answers.....	105

Appendix A: Skills Covered in the follow-on Essential Skills Course 107

Essential skills course outline.....	108
Session 1 (a recap of the lessons in this basic skills course)	108
Session 2 (a recap of the lessons in this basic skills course)	108
Session 3 - Taking Your Skills To The Next Level	109
Session 4 - Making Your Worksheets Look Professional.....	109

Session 5 - Charts and Graphics.....	110
Session 6 - Multiple Worksheets and Workbooks	110
Session 7 - Printing Your Work.....	111
Appendix B: Skills Covered in the follow-on Expert Skills Course	112
Expert skills course outline	113
Index	118