

# Contents

<b>Introduction</b>	<b>11</b>
Feedback.....	11
Downloading the sample files.....	11
Problem resolution .....	11
The Excel versions that were used to write this book.....	11
Typographical Conventions Used in This Book.....	12
<b>How to use this course</b>	<b>14</b>
Three important rules.....	14
How to work through the lessons .....	15
How to best use the incremental sample files.....	15
<b>Session One: Basic Skills</b>	<b>17</b>
Session Objectives.....	17
Lesson 1-1: Start Excel and open a new blank workbook.....	18
Lesson 1-2: Check that your Excel version is up to date .....	20
Lesson 1-3: Change the Office Theme.....	22
Lesson 1-4: Maximize, minimize, re-size, move and close the Excel window .....	24
Lesson 1-5: Download the sample files and open/navigate a workbook.....	26
Lesson 1-6: Save a workbook to a local file.....	28
Lesson 1-7: Understand common file formats.....	30
Lesson 1-8: Pin a workbook and understand file organization.....	32
Lesson 1-9: View, move, add, rename, delete and navigate worksheet tabs.....	34
Lesson 1-10: Use the Versions feature to recover an unsaved Draft file.....	36
Lesson 1-11: Use the Versions feature to recover an earlier version of a workbook.....	38
Lesson 1-12: Use the Ribbon .....	40
Lesson 1-13: Understand Ribbon components .....	42
Lesson 1-14: Customize the Quick Access Toolbar and preview the printout.....	44
Lesson 1-15: Use the Mini Toolbar, Key Tips and keyboard shortcuts.....	46
Lesson 1-16: Understand views.....	48
Lesson 1-17: Hide and Show the Formula Bar and Ribbon .....	50
Lesson 1-18: Use the Tell Me help system.....	52
Lesson 1-19: Use other help features.....	54
Session 1: Exercise.....	57
Session 1: Exercise answers .....	59
<b>Session Two: Doing Useful Work with Excel</b>	<b>61</b>
Session Objectives.....	61
Lesson 2-1: Enter text and numbers into a worksheet.....	62

Lesson 2-2: Create a new workbook and view two workbooks at the same time .....	64
Lesson 2-3: Use AutoSum to quickly calculate totals .....	66
Lesson 2-4: Select a range of cells and understand Smart Tags.....	68
Lesson 2-5: Enter data into a range and copy data across a range.....	70
Lesson 2-6: Select adjacent and non-adjacent rows and columns.....	72
Lesson 2-7: Select non-contiguous cell ranges and view summary information .....	74
Lesson 2-8: AutoSelect a range of cells .....	76
Lesson 2-9: Re-size rows and columns.....	78
Lesson 2-10: Use AutoSum to sum a non-contiguous range .....	80
Lesson 2-11: Use AutoSum to calculate average and maximum values .....	82
Lesson 2-12: Create your own formulas .....	84
Lesson 2-13: Create functions using Formula AutoComplete.....	86
Lesson 2-14: Use AutoFill for text and numeric series.....	88
Lesson 2-15: Use AutoFill to adjust formulas .....	90
Lesson 2-16: Use AutoFill options .....	92
Lesson 2-17: Speed up your AutoFills and create a custom fill series.....	94
Lesson 2-18: Understand linear and exponential series .....	96
Lesson 2-19: Use automatic Flash Fill to split delimited text.....	98
Lesson 2-20: Use manual Flash Fill to split text.....	100
Lesson 2-21: Use multiple example Flash Fill to concatenate text .....	102
Lesson 2-22: Use Flash Fill to solve common problems .....	104
Lesson 2-23: Use the zoom control .....	106
Lesson 2-24: Print out a worksheet.....	108
Session 2: Exercise .....	111
Session 2: Exercise answers.....	113