

Contents

Introduction	11
Downloading the sample files.....	11
Problem resolution	11
Excel version and Region format settings used to write this book	11
Typographical Conventions Used in This Book	12
How to use this course	14
Three important rules.....	14
How to work through the lessons	15
How to best use the incremental sample files.....	15
Session One: Basic Skills	17
Session Objectives	17
Lesson 1-1: Start Excel and open a new blank workbook	18
Lesson 1-2: Understand Update Channels.....	20
Lesson 1-3: Check that your Excel version is up to date	22
Lesson 1-4: Change between touch mode and mouse mode.....	24
Lesson 1-5: Change the Office Theme.....	26
Lesson 1-6: Maximize, minimize, re-size, move and close the Excel window	28
Lesson 1-7: Download the sample files and open/navigate a workbook.....	30
Lesson 1-8: Save a workbook to a local file	32
Lesson 1-9: Understand common file formats	34
Lesson 1-10: Pin a workbook and understand file organization.....	36
Lesson 1-11: View, move, add, rename, delete and navigate worksheet tabs.....	38
Lesson 1-12: Use the Versions feature to recover an unsaved Draft file	40
Lesson 1-13: Use the Versions feature to recover an earlier version of a workbook	42
Lesson 1-14: Use the Ribbon	44
Lesson 1-15: Understand Ribbon components	46
Lesson 1-16: Customize the Quick Access Toolbar and preview the printout.....	48
Lesson 1-17: Use the Mini Toolbar, Key Tips and keyboard shortcuts	50
Lesson 1-18: Understand views	52
Lesson 1-19: Hide and Show the Formula Bar and Ribbon	54
Lesson 1-20: Use the Tell Me help system	56
Lesson 1-21: Use other help features.....	58
Session 1: Exercise.....	61
Session 1: Exercise answers	63
Session Two: Doing Useful Work with Excel	65
Session Objectives	65

Lesson 2-1: Enter text and numbers into a worksheet	66
Lesson 2-2: Create a new workbook and view two workbooks at the same time	68
Lesson 2-3: Use AutoSum to quickly calculate totals.....	70
Lesson 2-4: Select a range of cells and understand Smart Tags.....	72
Lesson 2-5: Enter data into a range and copy data across a range	74
Lesson 2-6: Select adjacent and non-adjacent rows and columns	76
Lesson 2-7: Select non-contiguous cell ranges and view summary information	78
Lesson 2-8: AutoSelect a range of cells	80
Lesson 2-9: Re-size rows and columns.....	82
Lesson 2-10: Use AutoSum to sum a non-contiguous range	84
Lesson 2-11: Use AutoSum to calculate average and maximum values	86
Lesson 2-12: Create your own formulas	88
Lesson 2-13: Create functions using Formula AutoComplete	90
Lesson 2-14: Use AutoFill for text and numeric series.....	92
Lesson 2-15: Use AutoFill to adjust formulas	94
Lesson 2-16: Use AutoFill options	96
Lesson 2-17: Speed up your AutoFills and create a custom fill series	98
Lesson 2-18: Understand linear and exponential series	100
Lesson 2-19: Use automatic Flash Fill to split delimited text	102
Lesson 2-20: Use manual Flash Fill to split text	104
Lesson 2-21: Use multiple example Flash Fill to concatenate text	106
Lesson 2-22: Use Flash Fill to solve common problems	108
Lesson 2-23: Analyze Data with the Ideas feature	110
Lesson 2-24: Use the zoom control	112
Lesson 2-25: Print out a worksheet.....	114
Session 2: Exercise	117
Session 2: Exercise answers.....	119