

## **PARTS OF THE SCREEN**

- Ribbon
- File tab and backstage view
- Tabs & Groups
- Quick Access Toolbar/ customize
- Formula Bar
- Scroll Bars
- Column And Row Headings
- Worksheet Tabs
- Change View Percentage
- VIEW:
  - Row & Column Headings
  - Gridlines
  - Formula bar

## **NAVIGATION**

- Arrow Keys
- Click With The Mouse
- CTRL Home

## **SELECTING**

- Click & Drag
- Click, Shift Click
- Click On The Column Or Row headings
- Select The Entire Sheet

## **DATA ENTRY**

- Entering
- Editing
- Deleting

## **FORMULAS**

- Creating
- Symbols And Order Of Operation
- Copying A Formula
- Drag And Fill Handle, Double click
- Flash Fill

## **FUNCTIONS**

- Creating Functions
- =SUM
- =AVERAGE
- AUTOSUM
- Formula Tab
- Absolute

## **SAVING**

- Save
- Save As
- Compatibility Mode

## **NEW WORKBOOK**

- Templates

## **PRINTING**

- Print Preview
- Entire Workbook
- Selection

## **FORMATTING**

- Bold / Italic / Underline
- Currency Style
- Accounting style
- Percent Style
- Comma Style
- Decimals
- Font Size / Type / Color
- Column Widths / Row Height
- Alignment Of Cells
- Merge & Center
- Clear Formats
- Color sheet tabs
- Borders

## **PAGE LAYOUT**

- Margins
- Orientation (Landscape Vs Portrait)
- Size
- Headers / Footers
- Center on Page

## **INSERTING / DELETING**

- Rows
- Columns
- Worksheets
- Multiple Rows & Columns

## **MULTIPLE WORKSHEETS**

- Renaming Sheet Tabs
- Copying Data Among Worksheets
  - Cut / Copy / Paste
  - Move or Copy Sheet
- Copy to different workbook

## **LINKING MULTIPLE WORKSHEETS**

- Calculating Data from multiple sheets
- Inserting rows on multiple sheets
- Typing data on multiple sheets