



Excel I Core Proficiencies

What is Excel?

Spreadsheet Design

Starting Excel

Excel Screen Elements

Workbooks & Worksheets

- Workbook = Collection of “related” worksheets (up to 255 per workbook)
- Worksheet = 256 columns x 65,536 rows
 - Each intersection of a row & column forms a **cell**
 - Each cell identified by its cell address (Column, Row) such as A23 or R1342
 - Navigation
 - Page up & page Down
 - Ctrl + Home
 - Ctrl + End
 - Scroll Bars

Entering & Editing Data

- Select the cell & start typing
- #####
- Increase/Decrease Cell Width
- Auto Correct
- Auto Complete
- Do Not Select & Highlight Cell → & Use Spacebar
- Undo (up to 16 actions)
- Selecting Cells (Do Not Place Cursor near border; use this to move data)

Formulas & Functions

- =
- Auto Sum, AVG,
- Order of execution:
 - Expressions contained within parentheses
 - Exponential notation
 - Multiplication & Division
 - Addition & Subtraction
 - Functions (3 parts: =, Function Name, Argument)

Inserting & Deleting Cells, Rows, & Columns

Cutting & Copying Cells, Columns, Rows, or worksheets

Formatting Tools

- Text wrapping and autofit
- Hiding and unhiding
- Cell alignment and indentation
- Merge and center
- Autoformat

- Borders
- Colors

Formatting Rows & Columns

Formatting Worksheet tabs

Help

Freezing and Unfreezing panes

Find and Replace

Adding hyperlinks

Adding comments

Creating graphs and charts

Saving & Opening Files

Emailing and printing spreadsheets and worksheets, selections

- Headers and footers
- Gridlines
- Page break preview
- Print options
- Send to or email attachment