

**Module 1 – Part 1: Getting Started**

- Parts of the Screen
- Using the New Ribbon & Quick Access Toolbar
- Spreadsheet Terminology
- Navigating in Excel
- Understanding Mouse Pointers

**Module 1 – Part 2: Creating a Spreadsheet**

- Entering Data
- Changing Column Width
- Moving and Copying Data
- Summing Columns and Rows
- Using Undo and Redo
- Saving Workbooks

**Module 2 – Part 1: Formatting and Editing  
Spreadsheets**

- Techniques for selecting cells
- Numeric Formatting
- Changing Font Size, Type, Color, and other Attributes
- Changing Text Alignment
- Adding Borders
- Shading Cells
- Merging Cells
- Editing Cell Information
- Spell Check

**Module 2 – Part 2: Setting Print Options**

- Using Print Preview
- Changing Page Orientation
- Changing Print Size
- Adjusting Page Margins
- Centering the Spreadsheet
- Creating Headers and Footers
- Printing Gridlines
- Using Page Layout View

**Module 2 – Part 3: Working with Charts and  
Graphs**

- Rules for Selecting Data to Chart
- Creating Charts
- Changing the Chart Location
- Using New 2007 Chart Tools
- Changing the Chart Type
- Formatting Charts

**Module 3 – Part 1: Using Formulas and Functions**

- What is a Formula?
- Numeric operands
- Order of Operations
- Creating Formulas
- Copying Formulas using Auto Fill
- The Auto Fill Smart Tag
- Using Basic Functions

**Module 3 – Part 2: Sorting**

- Rules of Sorting
- Performing Basic Spreadsheet Sorting

**Module 4 – Working with Large Spreadsheets**

- Inserting Rows and Columns
- The Insert Options Smart Tag
- Filling Cells with a Series of Data
- Using the Keyboard for Quick Spreadsheet Navigation
- Freezing and Unfreezing Columns and Rows
- Using the Format Painter
- Setting Print Titles
- Printing the Spreadsheet on One Page