

Introduction to Excel

2nd Edition

Steven M. Bragg

Table of Contents

Introduction to Excel	1
Learning Objectives	1
Introduction.....	1
Conventions Used in This Course	1
Worksheets and Workbooks	2
Worksheet Navigation.....	3
The Worksheet Ribbon	3
Shortcut Menus	7
Creating a Workbook	10
Worksheet Data.....	15
Numeric Formatting	18
Working with Worksheets.....	20
Adjusting Rows and Columns	23
Range-Related Activities	24
Range Names.....	29
Cell-Related Activities	31
Table Functions	34
Worksheet Formatting.....	39
Number Formatting.....	41
Alignment Formatting.....	42
Font Formatting	44
Border Formatting.....	45
Fill Formatting.....	47
Cell Protection	48
Conditional Formatting.....	48
Named Styles	51
Themes	53
Workbook Topics.....	54
The File Tab	55
Opening a Workbook	55
Saving a Workbook.....	56
Protected View	56
Password Protection	57
Workbook Inspection	58
Closing a Workbook.....	58
Excel Templates	58
Printing an Excel Document.....	59
Print Settings Screen Options	61
Page Layout Tab Options	62
Page Setup Dialog Box.....	64
Hiding Confidential Information in Printouts.....	66
Printing PDF Documents.....	66
Summary.....	66
Review Questions.....	67
Review Answers	69
Glossary	71
Index	73