

BASIC EXCEL TRAINING MANUAL

Basic Excel Training Manual

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Basic Excel Training Manual:

Microsoft Excel 2019 Training Manual Classroom in a Book TeachUcomp ,2019-08-01 Complete classroom training manual for Microsoft Excel 2019 453 pages and 212 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create spreadsheets and advanced formulas format and manipulate spreadsheet layout sharing and auditing workbooks create charts maps macros and much more Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave Online Workbooks Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate 9 Function Compatibility Copying Pasting Formulas 1 Relative References and Absolute References 2 Cutting Copying and Pasting Data 3 AutoFilling Cells 4 The Undo Button 5 The Redo Button Columns Rows 1 Selecting Columns Rows 2 Adjusting Column Width and Row Height 3 Hiding and Unhiding Columns and Rows 4 Inserting and Deleting Columns and Rows Formatting Worksheets 1 Formatting Cells 2 The Format Cells Dialog Box 3 Clearing All Formatting from Cells 4 Copying All Formatting from Cells to Another Area Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple Worksheets 3 Navigating Worksheets 4 Renaming Worksheets 5 Coloring Worksheet Tabs 6 Copying or Moving Worksheets Setting Worksheet Layout 1 Using Page Break Preview 2 Using the Page Layout View 3 Opening The Page Setup Dialog Box 4 Page Settings 5 Setting Margins 6 Creating Headers and Footers 7 Sheet Settings Printing Spreadsheets 1 Previewing and Printing Worksheets Helping Yourself 1 Using Excel Help 2 The Tell Me Bar 3 Smart Lookup Creating 3D Formulas 1 Creating 3D Formulas 2 3D Formula Syntax 3 Creating 3D Range References Named Ranges 1 Naming Ranges 2 Creating Names from Headings 3 Moving to a Named Range 4 Using Named Ranges in Formulas 5 Naming 3D Ranges 6 Deleting Named Ranges Conditional Formatting and Cell Styles 1 Conditional Formatting 2 Finding Cells with Conditional Formatting 3 Clearing Conditional Formatting 4 Using Table and Cell Styles Paste Special 1 Using Paste Special 2 Pasting Links Sharing Workbooks 1 About Co authoring and Sharing Workbooks 2 Co authoring Workbooks 3 Adding Shared Workbook Buttons in Excel 4 Traditional Workbook Sharing 5 Highlighting Changes 6 Reviewing Changes 7 Using Comments and Notes 8 Compare and Merge Workbooks Auditing

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Microsoft 2010 Excel level 1 Learner Manual Yolandie Mostert,2014-01-13 Microsoft 2010 Excel Basics Level 1 SAQAThis book will teach you how to Add data Edit Data Create formulas and print out spreadsheetsThis book has been

designed by a professional trainer that has 20 years experience in designing and presenting spreadsheet courses Easy to use step by step manual **Microsoft Word 2019 for Lawyers Training Manual Classroom in a Book** TeachUcomp ,2020-10-27 Complete classroom training manuals for Microsoft Word 2019 for Lawyers 396 pages and 223 individual topics Includes practice exercises and keyboard shortcuts You will learn how to perform legal reviews create citations and authorities and use legal templates In addition you ll receive our complete Word curriculum Topics Covered Getting Acquainted with Word 1 About Word 2 The Word Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 The Quick Access Toolbar 7 Touch Mode 8 The Ruler 9 The Scroll Bars 10 The Document View Buttons 11 The Zoom Slider 12 The Status Bar 13 The Mini Toolbar 14 Keyboard Shortcuts Creating Basic Documents 1 Opening Documents 2 Closing Documents 3 Creating New Documents 4 Saving Documents 5 Recovering Unsaved Documents 6 Entering Text 7 Moving through Text 8 Selecting Text 9 Non Printing Characters 10 Working with Word File Formats 11 AutoSave Online Documents Document Views 1 Changing Document Views 2 Showing and Hiding the Ruler 3 Showing and Hiding Gridlines 4 Showing and Hiding the Navigation Pane 5 Zooming the Document 6 Opening a Copy of a Document in a New Window 7 Arranging Open Document Windows 8 Split Window 9 Comparing Open Documents 10 Switching Open Documents 11 Switching to Full Screen View Basic Editing Skills 1 Deleting Text 2 Cutting Copying and Pasting 3 Undoing and Redoing Actions 4 Finding and Replacing Text 5 Selecting Text and Objects Basic Proofing Tools 1 The Spelling and Grammar Tool 2 Setting Default Proofing Options 3 Using the Thesaurus 4 Finding the Word Count 5 Translating Documents 6 Read Aloud in Word Font Formatting 1 Formatting Fonts 2 The Font Dialog Box 3 The Format Painter 4 Applying Styles to Text 5 Removing Styles from Text Formatting Paragraphs 1 Aligning Paragraphs 2 Indenting Paragraphs 3 Line Spacing and Paragraph Spacing Document Layout 1 About Documents and Sections 2 Setting Page and Section Breaks 3 Creating Columns in a Document 4 Creating Column Breaks 5 Using Headers and Footers 6 The Page Setup Dialog Box 7 Setting Margins 8 Paper Settings 9 Layout Settings 10 Adding Line Numbers 11 Hyphenation Settings Using Templates 1 Using Templates 2 Creating Personal Templates Printing Documents 1 Previewing and Printing Documents Helping Yourself 1 The Tell Me Bar and Microsoft Search 2 Using Word Help 3 Smart Lookup Working with Tabs 1 Using Tab Stops 2 Using the Tabs Dialog Box Pictures and Media 1 Inserting Online Pictures 2 Inserting Your Own Pictures 3 Using Picture Tools 4 Using the Format Picture Task Pane 5 Fill Line Settings 6 Effects Settings 7 Alt Text 8 Picture Settings 9 Inserting Screenshots 10 Inserting Screen Clippings 11 Inserting Online Video 12 Inserting Icons 13 Inserting 3D Models 14 Formatting 3D Models Drawing Objects 1 Inserting Shapes 2 Inserting WordArt 3 Inserting Text Boxes 4 Formatting Shapes 5 The Format Shape Task Pane 6 Inserting SmartArt 7 Design and Format SmartArt 8 Inserting Charts Using Building Blocks 1 Creating Building Blocks 2 Using Building Blocks Styles 1 About Styles 2 Applying Styles 3 Showing Headings in the Navigation Pane 4 The Styles Task Pane 5 Clearing Styles from Text 6 Creating a New Style 7 Modifying an Existing Style 8 Selecting All Instances of a Style in

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