

MS Excel topics

- Introduction
 - Explore Window
 - Backstage
 - Entering Values
 - Move Around
 - Save Workbook
 - Create Worksheet
 - Copy Worksheet
 - Hiding Worksheet
 - Delete Worksheet
 - Close Workbook
 - Open Workbook
 - Context Help
- Editing Worksheet
 - Insert Data
 - Select Data
 - Delete Data
 - Move Data
 - Rows & Columns
 - Copy & Paste
 - Find & Replace
 - Spell Check
 - Zoom In-Out
 - Special Symbols
 - Insert Comments
 - Add Text Box
 - Undo Changes
- Formatting Cells
 - Setting Cell Type
 - Setting Fonts
 - Text Decoration
 - Rotate Cells
 - Setting Colors
 - Text Alignments
 - Merge & Wrap
 - Borders and Shades
 - Apply Formatting
- Formatting Worksheets
 - Sheet Options
 - Adjust Margins
 - Page Orientation
 - Header and Footer

- Insert Page Breaks
- Set Background
- Freeze Panes
- Conditional Format
- Inserting tab & groups
- Cell characteristics
- Speak cells
- Working with Formula
 - Creating Formulas
 - Basic formulas and BODMAS Rule
 - Copying Formulas
 - Formula Reference
 - Using Functions
 - Bultin Functions
- Advanced Operations
 - Data Filtering
 - Data Sorting
 - Using Ranges
 - Data Validation
 - Using Styles
 - Using Themes
 - Using Templates
 - Using Macros
 - Adding Graphics
 - Printing Worksheets
 - Email Workbook
 - Excel- Translate Worksheet
 - Workbook Security
 - Data Tables
 - Pivot Tables
 - Simple Charts
 - Pivot Charts.
 - Keyboard Shortcuts000