

Create an assortment of business-class spreadsheet/worksheets from scratch or based off a library of templates. Insert essential formulas and function formulas to perform calculations on worksheet data. Modify the structure and design of worksheets using row, column and worksheet-wide tools that make the process easy. Format the look of worksheets using ribbon-based and keyboard shortcut formatting tools and features. Explore worksheet viewing and grouping tools that make it easier to view and interact with the worksheet. Save the spreadsheet file to local and network drives, portable and external drives, and to the cloud. Learn how to share spreadsheet files using Microsoft's OneDrive cloud storage platform and optionally collaborate on it.

#### CREATING SPREADSHEET/WORKSHEETS

- Understanding Excel's Major Screen Elements.
- Develop Worksheets from Scratch or from A Library of Time-Saving Spreadsheet Templates to Save Time.
- Create Worksheets for Scholastic, Sales, Budgets, Scoring, Year Over Year Data and Database Lists.
- Insert the Proper Row and Column Labeling... and Best Ways for Adding Text, Numbers and Dates into Your Worksheet's Cells.
- Adding Additional Worksheets to the Spreadsheet Workbook.
- Use Undo and Redo to Save Time and Frustration While Developing and Modifying Your Worksheet.
- Efficiently Select Worksheet Areas Using Keyboard Shortcuts and Selection Techniques.

#### INSERT CALCULATIONS

- Insert Essential Formulas and Function Formulas to Perform Calculations on Worksheet Data.
- Set These Formulas to Change as Your Worksheet Changes.

#### WORKSHEET STRUCTURE MODIFICATION

- Modify Worksheet Structure by Adding and Removing Cells and Ranges of Cells, and Entire Columns and Rows, Columns and Rows.
- Transpose Columns to Read as Rows, and Rows to Read as Columns.
- Move or Copy Contents of Cells, Ranges of Cells, Entire Rows and Columns, Within the Worksheets of Two Other Worksheets.
- Creating or Duplicating Worksheets to Expand the Spreadsheet Design.
- Hide Entire Rows, Columns and Even Worksheets, While Keeping All Formula Calculations Spot on.

#### FORMATTING WORKSHEETS

- Learn How Smart Tags Can Be Used to Effectively Save Time and Avoid Mistakes and Errors.
- Apply Essential Formatting to Text, Date and Numeric Data Contained in Cells, Ranges, Entire Rows and Columns.
- Use the Find and Replace Tools to Replace Existing Formatting, Cell for Cell, with New and Different Formatting.
- Sort the Rows of Your Worksheet Based on Specific Column Values.

#### WORKING WITH WORKSHEETS

- Freezing Column and Row Headings and Titles.
- Outlining and Grouping Worksheet Data.

#### SAVE, PRINT AND SHARE

- Prepare Your Worksheets for Perfect Printing and Learning How to Troubleshoot and Avoid Aggravating Printing Pitfalls.
- Save Your Spreadsheet Files Locally, to the Network and the Cloud.
- Learn to Customize the Quick Access Toolbar and Command Ribbons to Make Interacting with the Spreadsheet/Worksheet, Time Effective and Productive.
- Share Workbook Spreadsheet with Others Using Microsoft 365's OneDrive Cloud Storage System.
- Simultaneous Collaboration on Spreadsheet/Worksheets on the Cloud.