Microsoft Excel Basic Outline

Domain 1: Getting started

1.1 Spreadsheet terminology
1.2 Exploring the Excel window
1.3 Getting help
1.4 Navigating workbooks

Domain 2: Entering and editing data

2.1 Entering and editing text and values
2.2 Entering and editing formulas
2.3 Working with pictures
2.4 Saving and updating workbooks

Domain 3: Modifying a worksheet

3.1 Moving and copying data
3.2 Moving and copying formulas
3.3 Absolute and relative references
3.4 Moving and deleting ranges, rows, and columns

Domain 4: Using functions

4.1 Entering functions
4.2 AutoSum
4.3 Other useful functions

Domain 5: Formatting worksheets

5.1 Formatting text
5.2 Formatting rows and columns
5.3 Formatting numbers
5.4 Conditional formatting
5.5 Copying formats and applying table formats

Domain 6: Printing

6.1 Preparing to print
6.2 Page Setup options
6.3 Printing worksheets

Domain 7: Creating charts
7.1 Chart basics
7.2 Modifying charts
7.3 Printing charts

Domain 8: Managing large workbooks

8.1 Viewing large worksheets
8.2 Printing large worksheets
8.3 Using multiple worksheets