



---

# EXCEL FOUNDATION

---

SYLLABUS



JANUARY 1, 2019

CYPAD SERVICES LIMITED

17 Kallipoleos & Iphigenias street, Office 204, Agios Antonios, Nicosia, Cyprus

## **Section 1: Getting Started**

### **Lesson 1.1: Starting Out**

*What is Microsoft Excel?*

*Opening Microsoft Excel*

*Interacting with Excel*

*Closing Excel*

### **Lesson 1.2: About Workbooks**

*Creating a New Workbook*

*Opening a Workbook*

*Saving a Workbook*

*About Excel File Types*

*Closing a Workbook*

### **Lesson 1.3: Exploring your Workbook**

*Using Worksheets*

*The Active Cell*

*Selecting Cells*

*Exploring a Worksheet*

*The Zoom Feature*

### **Lesson 1.4: Getting Help in Excel**

*Using the Help Screen*

## ***Section 2: The New Interface***

### **Lesson 2.1: The Home Tab**

*Clipboard*

*Font*

*Alignment*

*Number*

*Style*

*Cells*

*Editing*

### **Lesson 2.2: The Insert Tab**

*Tables*

*Charts*

*Illustrations*

*Shapes*

*Links*

*Text*

### **Lesson 2.3: The Page Layout Tab**

*Themes*

*Page Setup*

*Scale to Fit*

*Sheet Options*

*Arrange*

### **Lesson 2.4: The Formulas Tab**

*The Function Library*

*Defined Names*

*Formula Auditing*

*Calculation*

### **Lesson 2.5: The Data Tab**

*Get External Data*

*Connections*

*Sort and Filter*

*Data Tools*

*Outline*

### **Lesson 2.6: The Review Tab**

*Proofing*

*Comments*

*Changes*

## **Section 3: Excel Basics**

### **Lesson 3.1: Working With Excel**

*Columns, Rows, Cells, and Ranges*

*Creating Worksheet Labels*

*Entering and Deleting Data*

*Printing Your Worksheet*

### **Lesson 3.2: Basic Excel Features**

*What is AutoFill?*

*What is AutoSum*

*What is AutoComplete*

*Working with Basic Formulas*

### **Lesson 3.3: Moving your Data**

*Dragging and Dropping Cells*

*How to Cut, Copy, and Paste Cells*

*How to Cut, Copy, and Paste Multiple Cells and Items*

*How to Use Paste Special*

*How to Insert and Delete Cells, Rows, and Columns*

*Using Undo, Redo, and Repeat*

### **Lesson 3.4: Smart Tags and Options Buttons**

*What Are Smart Tags?*

*The Error Option Button*

*The AutoFill Option Button*

*The Paste Option Button*

*Setting Smart Tag Options*

### **Lesson 3.5: Editing Tools**

*Using AutoCorrect*

*Using Spell Check*

*Using Find and Replace*

*Adding Comments*

## **Section 4: Editing Your Workbook**

### **Lesson 4.1: Modifying Cells and Data**

*Changing the Size of Rows or Columns*

*Adjusting Cell Alignment*

*Rotating Text*

### **Lesson 4.2: Cell Formatting**

*Conditional Formatting*

*The Format Painter*

*Cell Merging and AutoFit*

*Find and Replace Formatting*

### **Lesson 4.3: Enhancing a Worksheet's Appearance**

*Adding Patterns and Colours*

*Adding Borders*

*Working with Styles*

### **Lesson 4.4: Working with Charts, Part 1**

*Creating a Chart*

*Formatting a Chart*

*Modifying Charts with the Layout Tab*

*Manipulating a Chart*

*Enhancing a Chart with Shapes and Graphics*

### **Lesson 4.5: Working with Charts, Part 2**

*Changing the Type of Chart*

*Changing the Source Data*

*Working with the Chart Axis and Data Series*

*Saving a Chart as a Template*

## **Section 5: Printing and Viewing your Workbook**

### **Lesson 5.1: Using the View Tab**

*Using Normal View*

*Using Full Screen View*

*Using Page Layout View*

*Page Break Preview*

### **Lesson 5.2: Managing a Single Window**

*Creating a New Window*

*Hiding a Window*

*Unhiding a Window*

*Freezing a Pane*

### **Lesson 5.3: Managing Multiple Windows**

*Switching Between Open Workbooks*

*Arranging Workbooks*

*Comparing Workbooks Side by Side*

*Synchronous Scrolling, Resetting a Window, and Saving a Workspace*

### **Lesson 5.4: Printing your Workbook**

*Opening Print Preview*

*Using the Print Preview Tab*

*Quick Printing*

*The Print Dialog*

*Using Page Setup*